



**CITY OF PLATTSBURGH
PLANNING BOARD
HISTORIC SITE REVIEW APPLICATION**

<u>FOR OFFICE USE ONLY</u>	
Fee:	Fee Schedule
Fee Paid:	_____
Submittal Date:	_____
PB #:	_____

A Project Description:

Brief Project Description: (e.g.: "Replace existing 6-pane glass window on Eastern lower level of the building with new 6-pane glass window").

Tax Map Parcel number(s):	Project Address:
	Sq. Footage/Acreage of Parcel:
	Zoning District:
	Historic Bldg/District:

❖ A representative acting on behalf of an owner must submit a notarized affidavit of representation.
❖ LLCs, Corporations, Etc... must provide evidence of authorization to act on behalf of the organization

Applicant	Name:	Plan Preparer	Name:
	Organization:		Organization:
	Address:		Address:
	Telephone:		Telephone:
	Email:		Email:

Property Owner (if different)

Name:	Telephone:
Address:	Email:

B Descriptive Project Narrative: (SUBMIT NARRATIVE AS A SEPARATE ATTACHMENT)

A Project Narrative Must Be Attached Describing:

<input checked="" type="checkbox"/> Type of alteration	<input checked="" type="checkbox"/> Reason for alteration
<input checked="" type="checkbox"/> Location of alteration	<input checked="" type="checkbox"/> Materials to be used
<input checked="" type="checkbox"/> Site features	<input checked="" type="checkbox"/> Landscape features
<input checked="" type="checkbox"/> Current condition of site	<input checked="" type="checkbox"/> Character of surrounding properties
<input checked="" type="checkbox"/> Current and proposed use of site	<input checked="" type="checkbox"/> Estimated construction period



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C APPLICATION SUBMISSION

Applicants must first send the following documents **digitally** to Planning@cityofplattsburgh-ny.gov.

Hard Copy Submissions of Initial Applications will not be Accepted.

- | | |
|---|---|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Site Plan (if applicable - see Section D) |
| <input type="checkbox"/> Separate Project Narrative | <input type="checkbox"/> Colored Architectural Elevations (see Section E) |
| <input type="checkbox"/> Representative Affidavit (if applicable) | <input type="checkbox"/> Existing Condition Depictions (see Section F) |
| <input type="checkbox"/> Completed EAF Part 1 | <input type="checkbox"/> Material Samples/Examples (see Section G) |

Hard Copy Submission: Upon initial review of the application for completeness, Planning Staff will issue a "Notice of Complete Application" memo to the Applicant detailing instructions for submission of payment and hard copies of application materials.

D SITE PLAN REQUIREMENTS (IF APPLICABLE) – Small Modifications to an existing structure do not require a Site Plan. Large alterations and/or site additions require a Site Plan

Existing Site Conditions	Location and Footprint of Existing Structures:
<input type="checkbox"/> Landscaping <input type="checkbox"/> Utilities & Machinery <input type="checkbox"/> Lighting <input type="checkbox"/> Dumpsters <input type="checkbox"/> Walkways, Driveways, & Parking Areas Site Features including but not limited to: <input type="checkbox"/> Fences <input type="checkbox"/> Mounting Blocks <input type="checkbox"/> Walls <input type="checkbox"/> Cellar holes <input type="checkbox"/> Posts <input type="checkbox"/> Landscaping Features	Both Main Site and Abutting Sites <input type="checkbox"/> Buildings <input type="checkbox"/> Accessory Buildings <input type="checkbox"/> Lot Lines Including: <input type="checkbox"/> Abutter names <input type="checkbox"/> TMP numbers

**E BUILDING DESIGN & ELEVATIONS (IF APPLICABLE)
In-kind Replacements to an existing structure do not require Architectural Elevations**

Visual and Architectural Details for EACH Proposed Façade Alteration (or Cut Sheet, See Section G):	
Accurate Dimensions of: <input type="checkbox"/> Windows <input type="checkbox"/> Molding <input type="checkbox"/> Doors <input type="checkbox"/> Trim <input type="checkbox"/> Entries <input type="checkbox"/> Decks	Clear Depictions of: <input type="checkbox"/> Finishes <input type="checkbox"/> Construction Materials <input type="checkbox"/> Colors <input type="checkbox"/> Façade height and length <input type="checkbox"/> Any portions proposed for demolition or removal

F EXISTING CONDITIONS

- Photographs of Existing Conditions **or** Digital Renderings

G MATERIALS

- Cut Sheets and/or Detailed Specification of Materials with colored image (eg. Brand Name, Dimensions, Colors/Finishes)



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H Supplemental Information

Please answer the following questions:

1. Please explain how the proposed work preserves, enhances, or restores, and does not damage or destroy the exterior architectural features of, the landmark or the subject property within the historic district:
2. Please detail how the architectural style, arrangement, texture, color, arrangement of color, and materials used for the existing and proposed structures are compatible with the character of the existing landmark and its site or the historic district:
3. Please detail how the architectural style, arrangement, texture, color, arrangement of color, and materials used for the existing and proposed structures are compatible with the character of the existing landmark and its site or the historic district:
4. Please describe the level of urgency of the project including the current physical condition of the building/site and any safety concerns:
5. Please outline any previous attempts to restore/preserve the site (be detailed, including dates/method):



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I Applicant Acknowledgement

By signing this application, I acknowledge and agree to the following:

1. I am the property owner or have obtained the property owner's / owners' consent to the submittal of this application and the contents therein.
2. I have carefully reviewed and prepared the application and plans in accordance with the instructions.
3. I provided correct and accurate information in this application, including all attachments.
4. I understand that the submittal of inaccurate or incomplete information or plans, or failure to comply with the instructions may result in processing delays and/or denial of my application.
5. I understand that it is the responsibility of the applicant to substantiate the request through the requirements of the application, City of Plattsburgh Zoning Code and any other regulations adopted by the City of Plattsburgh.
6. I understand that upon further evaluation, additional information/documents/reports and fees may be required.
7. I understand that failure to submit any such required fees or information requested after submittal may result in processing delays and/or denial of my application.
8. I understand that it is the responsibility of the applicant or property owner to notify City of Plattsburgh Planning Staff of any changes to the project, including change of ownership, which may require additional information/documents/reports and fees and may cause delay to the processing of the project.
9. I understand that if there is a zoning violation on the property, plan review may be delayed. Any unpermitted structures or uses must either be removed or legalized as part of this application.
10. I understand that when applicable, the environmental review associated with the submittal of this application is preliminary, and that after further evaluation, additional information, reports, studies, and/or fees may be required.
11. I as the property owner or property owner's authorized representative consent and expressly allow, authorize, and permit City of Plattsburgh Planning Staff to enter upon, photograph, and/or inspect all exteriors of the subject property, with or without prior notice, to process this application. No additional permission or consent to enter upon the exterior of the subject property is necessary or shall be required. I further certify and warrant that I am authorized to and, hereby do, consent and allow such inspections on behalf of each and all owners of the subject property.
12. I understand that all materials submitted in connection with this application may become public record subject to inspection and copying by the public. I acknowledge and understand that the public may inspect and copy these materials and that some or all of the materials may be posted on the City of Plattsburgh website.
13. I understand that denials will result in no refunds.
14. I understand that City of Plattsburgh Planning staff and members of the City of Plattsburgh Planning Board are not permitted to assist applicants, proponents, and opponents of a project in preparing arguments for or against the project.
15. I understand that members of the City of Plattsburgh Planning Board are not permitted to engage in ex-parte communication regarding the application and agree not to engage in ex-parte communication with said City of Plattsburgh Planning Board members.
16. I understand that there is no guarantee – express or implied – that an approval will be granted. I understand that such application must be carefully evaluated and after the evaluation has been conducted, or the public hearing has been held, that staff's recommendation or decision may change during the course of the review based on the information presented.

Applicant Signature: _____ Date: _____

Printed Name: _____