

Application for a Certificate of Appropriateness

Village of East Aurora
Village Hall
585 Oakwood Avenue
East Aurora, New York 14052
(716) 652-6000 Fax (716) 652-1290

East Aurora Historic Preservation Commission's

Instructions and Procedures for an

Application for a Certificate of Appropriateness

Pursuant to Chapter 156 of the Village Code

As per Chapter 156-5 of the Village Code, “No person shall carry out any exterior alteration, restoration, reconstruction, demolition, new construction or moving of a landmark or property within an historic district, nor shall any person make any material change in the appearance of such a property, its light fixtures, signs, sidewalks, fences, steps, paving or other exterior elements visible from a public street or alley which affects the appearance and cohesiveness of the historic district, without first obtaining a certificate of appropriateness from the Historic Preservation Commission.”

1. Application Form. The applicant should complete and sign the application form and submit the original, along with the accompanying samples of materials and/or colors, **at least 14 days** prior to the Commission's next scheduled meeting, to:

East Aurora Historic Preservation Commission
c/o Building Department
Village of East Aurora
575 Oakwood Avenue
East Aurora, New York 14052

Please make a copy of the application for yourself so you can bring it with you to an upcoming Historic Preservation Commission meeting.

2. Additional Materials. To the extent applicable and available, the application should be accompanied by:

- Location and photographs of property.
- Scaled site plan or survey of the property, if applicable.
- Scaled elevation drawings of proposed changes, if available;
- Scaled perspective drawings, including relationship to adjacent properties, if available;
- Where the proposal includes signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination and a plan showing the sign's location on the property;
- Samples of materials and/or colors to be used;
- Any other customary and reasonable information which the Commission may deem necessary in order to visualize the proposed work.

The applicant's name should be noted on all documents submitted, which may not be returned.

3. You are encouraged to consult with the Aurora Town/Village Historian to investigate the historical use and historical significance of the property, both of which are required in this application. Doing so may shorten the Commission's review of your application.

4. Consideration of Application. Once the application form has been completed, and the accompanying material and/or color samples submitted to the Building Department at least 14 days prior to the Commission's next scheduled meeting, the application will be slated for consideration by the Commission as soon as practicable.

Unless otherwise noted, **the Commission ordinarily meets the 2nd Wednesday of the month at 6:30 PM at the Village Hall**, which is located at 585 Oakwood Avenue.

The applicant (or the applicant's agent, if applicable) will be notified of the hearing date and time of the meeting. **The applicant (or agent, if applicable) should plan on attending in-person to address any questions or concerns that the Commission may have.** The Commission may request additional information relating to the proposed project and may adjourn the application pending receipt of such additional information.

5. Criteria. Section 156-6 of the Village Code, entitled "Criteria for Approval of a Certificate of Appropriateness", states that the Commission's decisions shall be based upon the following principles:

- i) Properties which contribute to the character of the historic district shall be retained, with their historic features altered as little as possible.
- ii) Any alteration of existing properties shall be compatible with its historic character, as well as with the surrounding district; and

- iii) New construction shall be compatible with the district in which it is located.

It also states that, in applying principles of compatibility, the Commission shall consider the following factors:

- i) The general design, character and appropriateness to the property of the proposed alteration or new construction;
- ii) The scale of the proposed alteration or new construction in relation to the property itself, surrounding properties and the neighborhood;
- iii) Texture, materials, and color and their relation to similar features of other properties in the neighborhood;
- iv) Visual compatibility with surrounding properties, including proportion of the property's front façade, proportion and arrangement of windows and other openings within the façade, roof shape, and the rhythm of spacing of properties on streets, including setback; and
- v) The importance of historic, architectural or other features to the significance of the property.

6. Decision. As soon as practicable, the Commission will issue a written decision on the application. A copy of the decision will be mailed to the applicant (or the applicant's agent, if applicable), and to any other persons who appeared on the record in connection with the application (provided they furnished a mailing address for that purpose).

Final Notes:

A Certificate of Appropriateness is **not** a Building Permit.

If a Certificate of Appropriateness is required for a project, it is in addition to, and not in lieu of, any other permit or approval that may be required.

In reviewing an application for a Certificate of Appropriateness, the Commission shall not consider changes to reversible exterior paint colors.

The Commission is mindful that the application form is somewhat detailed. Do not be discouraged! It is that way only to lessen the possibility that relevant information may be omitted. The Commission is aware that some of the information requested may either be non-applicable, unavailable or irrelevant. Therefore, the applicant should feel free to mark non-applicable questions with the abbreviation, "N/A." Thank you.

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Applicant's Information

Applicant's Name: _____

Applicant's Title: _____

Mailing Address: _____

Telephone: _____

Email Address: _____

If applicant is acting through an authorized agent or legal representative, please identify the agent's name, address, title, telephone #, and email address:

Does the applicant own the property? ☐ Yes ☐ No

If no, please explain: _____

Applicant's Information (continued)

Owner's name, address, title, telephone # and email address (if different from applicant):

Is applicant or owner related to any official or employee of the Village of East Aurora or the East Aurora Historic Preservation Commission?

☐ Yes

☐ No

If yes, please explain: _____

Property's Information

Property Address: _____

Name of Property (if applicable): _____

Tax Map ID No.: _____

Zoning Classification: _____

Parcel Size: _____

Present Use of Property: _____

Is the property a designated landmark? ☐ Yes ☐ No

Is the property within a designated historic district? ☐ Yes ☐ No

Project's Information

Nature of proposed project (Please check all that apply):

- ☐ Alteration
- ☐ Restoration
- ☐ Reconstruction
- ☐ Demolition
- ☐ New Construction
- ☐ Moving
- ☐ Other Material Change (Please describe): _____

Is any part of the project visible from the street or other public right of way? ☐ Yes ☐ No

Detailed description of your project (Please attach additional evidence if necessary):

What are your reasons for wishing to undertake this project? _____

Estimated time for completion: _____

If your application were denied, would it pose a hardship for you? ☐ Yes ☐ No

If yes, please explain why (Please attach additional evidence if necessary): _____

Did you consult with the Aurora Town/Village Historian about the property's historical use and historical significance? ☐ Yes ☐ No

If no, please explain why: _____

Certification

Applicant: I hereby certify that this application is accurate and complete and that, if this application is approved, the project will be completed in accordance with the terms and conditions of such approval.

Applicant's Signature: _____ Date: _____

Applicant's Name: _____ Title: _____

Owner: (if different from applicant): I have read and familiarized myself with this application and do hereby consent to its submission and processing.

Owner's Signature: _____ Date: _____

Owner's Name: _____ Title: _____

To the extent applicable and available, the application should be accompanied by:

Applicable	N/A	
☐	☐	Location and photographs of the property.
☐	☐	Scaled site plan or survey of the property, if applicable.
☐	☐	Scaled elevation drawing of proposed changes, if applicable.
☐	☐	Scaled perspective drawing of proposed changes, if applicable.
☐	☐	Samples of materials and/or colors to be used, if applicable.

If the proposal includes a sign or lettering, a scaled drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination and a plan that shows the sign's location on the property.

Any other customary and reasonable information which the Commission may deem necessary in order to visualize the proposed work.

The applicant's name should be noted on all documents submitted, which may not be returned.

Finally, please make a copy of the application for yourself so you can bring it with you to an upcoming Commission meeting.