

LANDMARK INSTRUCTIONS

VILLAGE OF EAST AURORA
VILLAGE HALL • 585 OAKWOOD AVE
EAST AURORA, NEW YORK 14052
(716) 652-6000 FAX (716) 652-1290

EAST AURORA HISTORIC PRESERVATION COMMISSION

INSTRUCTIONS AND PROCEDURES FOR

NOMINATION FOR

DESIGNATION OF LANDMARK OR HISTORIC DISTRICT

(Pursuant to Chapter 156 of the Village Code)

IMPORTANT NOTE: *The Commission is mindful that the application form is somewhat lengthy and 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 much of the information requested may be either non-applicable, unavailable or irrelevant. The Commission is willing to be flexible in this regard and does not wish to deter the public from submitting an application. Therefore, **the applicant should feel free to leave blanks in the form where appropriate.***

1. Nomination Form. The applicant should complete and sign the nomination form and submit the original to:

East Aurora Historic Preservation Commission
c/o Village Administrator
Village of East Aurora
585 Oakwood Avenue
East Aurora, New York 14052

Be sure to make a copy of the nomination for yourself.

2. Additional Materials. To the extent applicable and available, the application should be accompanied by:
 - Photographs of the property (new and old, if available).
 - Scaled site plan or survey of the property, if applicable and available.

- Legal description of the property (*i.e.*, from a deed), if available.
- Clippings from newspapers, books, magazines or other publications which relate to the property, if any, if available.
- Portions of historic surveys or reports which relate to the property, if any, if available.

The applicant's name should be noted on all materials submitted, which may not be returned. Photocopies are acceptable.

3. Public Hearing. Once the nomination form has been completed and the accompanying materials submitted, the nomination will be scheduled for a public hearing before the Commission as soon as practicable. The Commission meets monthly (second Wednesday) at 6:15p.m. in the upstairs conference room of the Municipal Hall at 585 Oakwood Avenue. The applicant (or the applicant's agent, if applicable) will be notified of the hearing date and should plan on appearing in person. The owner of the property (if different from the applicant) will also be notified by registered mail. Any other supporters of or opponents to the application may also be heard. The Commission may request additional information relating to the proposed designation. The Commission may adjourn the hearing pending receipt of such additional information, or for other reasons, in the Commission's discretion.
4. Criteria. Section 156-3 of the Village Code, entitled "Designation of Landmarks or Historic Districts", states that a property may be designated as a landmark if it:
 - i) Possesses special character or historic or aesthetic interest or value as part of the cultural, political, economic or social history of the locality, region, state or nation; or
 - ii) Is identified with historic personages; or
 - iii) Embodies the distinguishing characteristics of an architectural style; or
 - iv) Is the work of a designer whose work has significantly influenced an age; or
 - v) Because of unique location or singular physical characteristic, represents an established and familiar visual feature of the neighborhood.

It also states that a group of properties may be designated as an historic district if it:

- i) Contains properties which meet one or more of the criteria for designation as a landmark; and
- ii) By reason of possessing such qualities, it constitutes a distinct section of the Village.

5. Decision. As soon as practicable, the Commission will issue a written decision on the nomination. A copy of the decision will be mailed to the applicant (or the applicant's agent, if applicable), as well as to the owner (if different from the applicant) and to any other persons who appeared on the record at the hearing (provided they furnished a mailing address for that purpose).
6. Village Board Approval. If the Commission designates a property as a landmark or a group of properties as an historic district, as soon as practicable the Commission shall present such designation to the Village Board of Trustees for approval.
7. Plaque and/or Certificate. If the owner of a designated landmark or historic district so wishes and requests, the Commission may present the owner with a plaque and/or certificate commemorating such designation, the form, content and design of which shall be specified by the Commission. The owner shall be responsible for prepayment of any expense associated therewith.

LANDMARK FORM

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(Pursuant to Chapter 156 of the Village Code)

APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

Telephone: _____

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

Does applicant own the property?:

_____ Yes

_____ No

If no, identify owner's name, address and telephone:

If applicant is different from owner,
does the owner concur in this application?

_____ **Yes**

_____ **No**

If applicant is different from owner, is there a
relationship between applicant and owner?

_____ **Yes**

_____ **No**

If yes, explain:

If applicant is different from owner, explain applicant's interest in the property:

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, explain: _____

PROPERTY INFORMATION

Property Address: _____

Name of Property
(if applicable): _____

Tax Map ID No.: _____

Zoning Classification: _____

Parcel Size: _____

Present Use
of Property: _____

Historic Use of
Property: _____

Designation Sought
(check one): Landmark Historic District

Year of Construction: _____

Original architect
(if known): _____

Original builder
(if known): _____

Original and subsequent owners of the property, including dates of ownership (if known):

Describe the architectural style of the property:

Describe primary building materials:

Foundation: _____ Roof: _____

Walls: _____ Other: _____

How does the property in its present condition materially differ from the property as originally constructed? Describe material alterations or additions to the property subsequent to its original construction (include dates if known):

Describe the present condition of the property:

Describe site and surroundings (*e.g.*, outbuildings, landscaping, neighborhood):

Are there any presently known threats to the property?

☐ Yes

☐ No

If yes, describe:

Is the property associated with any personages
of historic significance?

☐ Yes

☐ No

If yes, identify and explain:

Describe the historic significance of the property (*i.e.*, why it merits designation as a landmark or historic district). Indicate relevant sources of information. Attach additional sheets as needed:

CERTIFICATION

APPLICANT: I hereby certify that this application is accurate and complete to the best of my knowledge.

Applicant's Signature: _____ Date: _____

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

Owner's Signature: _____ Date: _____