



**TOWN OF SOUTHEAST**  
**Historic Sites Committee**  
**Certificate of Appropriateness Application**  
**CHAPTER 83**

|                                                                                                                                                                                                                                                                                                                                                                                      |                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>DATE:</b> _____                                                                                                                                                                                                                                                                                                                                                                   |                             |
| <b>PROPERTY ADDRESS:</b> _____                                                                                                                                                                                                                                                                                                                                                       | <b>PROPERTY NAME:</b> _____ |
| <b>APPLICANT NAME:</b> _____ <b>SIGNATURE:</b> _____                                                                                                                                                                                                                                                                                                                                 |                             |
| ADDRESS: _____                                                                                                                                                                                                                                                                                                                                                                       |                             |
| TELEPHONE: _____ EMAIL: _____                                                                                                                                                                                                                                                                                                                                                        |                             |
| <b>OWNER NAME:</b> _____ <b>SIGNATURE:</b> _____                                                                                                                                                                                                                                                                                                                                     |                             |
| ADDRESS: _____                                                                                                                                                                                                                                                                                                                                                                       |                             |
| TELEPHONE: _____ EMAIL: _____                                                                                                                                                                                                                                                                                                                                                        |                             |
| <b>ARCHITECT NAME:</b> _____                                                                                                                                                                                                                                                                                                                                                         |                             |
| ADDRESS: _____                                                                                                                                                                                                                                                                                                                                                                       |                             |
| TELEPHONE: _____ EMAIL: _____                                                                                                                                                                                                                                                                                                                                                        |                             |
| <b>OTHER NAME:</b> _____ (affiliation with project): _____                                                                                                                                                                                                                                                                                                                           |                             |
| ADDRESS: _____                                                                                                                                                                                                                                                                                                                                                                       |                             |
| TELEPHONE: _____ EMAIL: _____                                                                                                                                                                                                                                                                                                                                                        |                             |
| <b>TYPE OF WORK (CHECK ALL THAT APPLY)</b>                                                                                                                                                                                                                                                                                                                                           |                             |
| Repair <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Demolition <input type="checkbox"/> Exterior Alteration <input type="checkbox"/> Fence <input type="checkbox"/> Sign Awning <input type="checkbox"/>                                                                                                                                                         |                             |
| Excavation/site work <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Roof Work (specify if leaders and gutters included) <input type="checkbox"/> Other (specify) <input type="checkbox"/>                                                                                                                                      |                             |
| <b>DESCRIPTION OF PROPOSED WORK:</b><br>(please attach additional pages, if necessary)                                                                                                                                                                                                                                                                                               |                             |
| <b>DOCUMENTS ATTACHED:</b>                                                                                                                                                                                                                                                                                                                                                           |                             |
| <input type="checkbox"/> Photographs                                                                                                                                                                                                                                                                                                                                                 |                             |
| <input type="checkbox"/> Materials or Color Samples                                                                                                                                                                                                                                                                                                                                  |                             |
| <input type="checkbox"/> Plans, Elevations, Sections                                                                                                                                                                                                                                                                                                                                 |                             |
| <input type="checkbox"/> Site or Plot Plan                                                                                                                                                                                                                                                                                                                                           |                             |
| <input type="checkbox"/> Other                                                                                                                                                                                                                                                                                                                                                       |                             |
| (scale drawings and photographs of existing conditions and all proposed work must be submitted)                                                                                                                                                                                                                                                                                      |                             |
| <b>Please submit this application via email along with supporting documentation at least two weeks prior to an Historic Sites Commission regularly scheduled meeting to: <a href="mailto:historicsites@southeast-ny.gov">historicsites@southeast-ny.gov</a>.</b><br>Once applications have been reviewed and approved, copies will be provided to the Southeast Building Department. |                             |

*At least two weeks prior to Historic Sites Commission Meeting, please send complete application to: [historicsites@southeast-nv.gov](mailto:historicsites@southeast-nv.gov).*

**THE COMMITTEE SHALL CONSIDER THE FOLLOWING GUIDELINES WHEN REVIEWING AN APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (§83-8G)**

**(1) Site Design**

- (a) The pattern and alignment of buildings and structures established by the traditional setbacks from the street should be maintained.
- (b) The traditional design vocabulary used for defining building entrances should be maintained.
- (c) The location and scale of fences, walls, and other similar objects should be maintained in their original location.
- (d) Parking lots should be sub-divided into small components so that the visual impact of large paved areas is reduced. Parking lots should be screened from view from public rights of way. Where historic paving materials exist in the area, similar materials should be used for new paving.

**(2) Rehabilitation of Structures**

- (a) Any construction or reconstruction to an historic structure should respect the original design character of the building.
- (b) New uses that require the least change to the existing structure should be encouraged.
- (c) The removal or altering of any historic material or significant architectural features should be avoided to the greatest extent possible. Examples of historically significant features include porches, window trim, cupolas chimneys and steps.
- (d) The replacement of missing architectural elements should be based on accurate duplication of original features.
- (e) The use of materials similar to those employed historically should be required.
- (f) Where reconstruction of an element is impossible because of lack of historical evidence, then a new design that relates to the building in general size, scale, and material may be considered.
- (g) Service equipment and trash containers should be screened from public view.
- (h) On commercial buildings, large display windows at the street level that are characteristic of commercial buildings should be preserved.
- (i) Original roof forms and pitch should be preserved where they contribute to the historic character of the building.
- (j) Original roof materials that are visible from the street should be preserved.
- (k) Historic trim and ornament should be preserved.

**(3) Additions to historic structures**

- (a) Additions to existing buildings should be compatible with the size, scale, color, material, and character of the main building and its environments.
- (b) New additions or alterations should not obscure or confuse the essential form and character of the original buildings.
- (c) New additions or alterations that would hinder the ability to interpret the design character of the historic period of the district should be avoided.
- (d) When locating additions to historic buildings, the pattern created by the repetitions of building facades in the area should be maintained.