



**Village of Hamburg
Historic Preservation Commission
Application for Certificate of Appropriateness**

Pursuant to Chapter 44 of the Village Code

Property Address _____

Property Owner _____

Contact if Owner is a Company or LLC _____

Owner Address _____

Owner Phone _____

Owner Email _____

Name of Applicant – Agent of the Owner _____

Company Name (if Applicable) _____

Applicant Address _____

Applicant Email _____

Submit a letter of Authorization from the Property Owner to act as their agent

Description of the Project

By attachment to this application, provide all of the following items:

- _____ Written Description of all proposed work, including all Materials to be Removed, all new Materials, Design Elements, Dimension, etc.
- _____ Photographs: Both Current and Historic (if available)
(Contact the HPC prior to the Hearing for support to Locate Historic Photos)
- _____ Elevation Drawings of the Proposed Changes
- _____ Renderings, including the relationship to the adjacent Buildings
- _____ Property Boundary Survey
- _____ Site Layout Plan: Where demolition of a portion or the entire building is proposed, and/or an Addition is proposed, and/or a new Building is proposed
- _____ Samples of Materials and Colors being proposed
- _____ Signage: Where new signs are proposed or existing signs are to remain, provide a scaled drawing with description of materials, colors, method of illumination (all signs shall also be submitted to the Architectural Review Committee)
- _____ Provide all other information which the Commission may deem necessary in order to visualize/understand the proposed scope of work

Signature of the Applicant

Date

Print Name

Two copies of this form and all supporting documentation **MUST** arrive by 4:00pm (end of day) (2) two weeks prior to the Historic Preservation Commission (HPC) Meeting. Upon submission of the complete application, one complete electronic PDF copy shall be emailed to the Village. Email address shall be provided at the time of submission.

Deliver the Application to:
Village of Hamburg
Historic Preservation Commission
100 Main Street
Hamburg, New York 14075
Phone: (716) 649-0200

Do not write below this Line

The Village of Hamburg Historic Preservation Commission has reviewed this application and has determined the following:

_____ Approval _____ Denial _____ Approval with Conditions

Conditions/Comments:

Chairperson Signature: _____

Date: _____

Approval of the Certificate of Appropriateness does not constitute a building permit. The applicant/property owner is required to obtain all other approvals from the local or state agencies and obtain the formal building permit.

For the Building Permit, Please Contact the Code Enforcement Office:
Hamburg Town Hall
6100 South Park Avenue
Hamburg, New York 14075
(716) 649-6111 ext, 2210