

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

VILLAGE OF SAG HARBOR
55 MAIN ST., P.O. BOX 660
SAG HARBOR, NEW YORK 11963
PHONE: 631.725.0222
FAX: 631.725.0316

Date Received: _____
Fee Paid: _____

Property Location: _____ Tax Map Number _____ - _____ - _____ - _____
Legal Street Address and Number District Section Block Lot

Property Owner: _____
Mailing Address: _____
Phone: _____

Applicant: _____
Mailing Address: _____
Phone: _____

Applicant is: ☐ Owner ☐ Lessee ☐ Architect ☐ Builder ☐ Other: _____

If owner or applicant is a corporation or LLC, Furnish names of managing officers or members
Corporate/LLC Property Owner Name Corporate/LLC Applicant Name
Name: _____ Name: _____
Address: _____ Address: _____

INSTRUCTIONS

A building permit for exterior work shall not be issued until a Certificate of Appropriateness is issued by the Board of Historical Preservation and Architectural Review (“BHPAR”). All applications must include a written project description that provides an adequate amount of detail to allow the BHPAR to make an informed decision. Applications which lack sufficient detail concerning materials and design will be considered incomplete and returned to the Applicant. **Applications for a Certificate of Appropriateness for demolition or removal affecting a landmark or contributing building within the Historic District or for buildings which contain 3,000 square feet or more shall be subject to a mandatory public hearing.**

Applications should include the following information, where applicable: Please type or print.

- a. A site plan drawn to scale with dimensions, orientation, and location of buildings, structures or landscape features and showing their relationship to buildings, structures or landscape features of surrounding properties.
- b. Plans, elevations, or diagrams drawn to scale of proposed alterations, additions, or new construction and showing areas of existing building or property affected. All existing and proposed materials and finishes should be identified on drawings and keyed to samples or descriptions. Sections and details of doors, windows, etc. may be required.
- c. Photographs covering the four sides of the property and additional coverage of the affected area.
- d. Written specifications, samples, or other description of existing proposed materials or finishes. Manufactured objects should be identified by manufacturer, catalog number and description.
- e. For new construction a perspective drawing may be required showing the proposed building or structure in context with surrounding properties.
- f. A landscaping plan of the property may be requested.
- g. If proposal includes a sign, provide a scale drawing of sign showing content of sign and relationship to building or premises, type or method of illumination (if any), method of attachment to building, samples of colors and all materials used, and type and style of lettering.

PROJECT DESCRIPTION: (Provide a general description of the proposed work. Use additional sheets if necessary.)

Type of proposed work: Please check all that apply.

SITE WORK

Fence or Wall

Driveway, walk, patio other pavement

Major excavation or regrading, berm

Swimming pool, Tennis court

Other landscape element

BUILDINGS

New Construction

Addition

Demolition

Removal

SIGNS

New sign

Alteration of existing sign

LANDSCAPE PLANTING

Hedge along street boundary

Planting intended to screen

Other landscaping

BUILDING ALTERATIONS

Wall materials

Roof

Chimneys

Foundation material

Doorways

(including storm/screen)

Windows

(including storm/screen)

Porches and steps

Trim

Gutters and leaders

Paint and stain

Other

LIST ALL EXHIBITS SUBMITTED WITH THIS APPLICATION:

CERTIFICATION

states as follows:

(Applicant’s name)

1. I am interested in an application for a Certificate of Appropriateness now pending before the Sag Harbor Board of Historic Preservation and Architectural Review.

2. I resided at

3. The nature of my interest is the aforesaid application is as follows:

4. If applicant or owner is a corporation, list officers:

President:

Vice-President

Secretary:

Treasurer:

5. Do any of the following individuals have an interest as defined below, in the owner or applicant:

A. Any New York State Officer, or

B. Any officer or employee of Sag Harbor.

For the purpose of this disclosure, an officer or employee shall be deemed to have an interest in the owner or applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them

a. is the applicant or owner, or

b. is an officer, director, partner, or employee of the applicant or owner, or

c. legally or beneficially owns or controls stock of a corporate applicant or owner, or

- d. is a party to an agreement with such an applicant or owner, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered dependent or contingent upon the favorable approval of such application.

A person who knowingly and intentionally fails to make such disclosure shall be guilty of misdemeanor as provided in General Municipal Law, Section 809.

_____ Yes _____ NO
If "Yes", state the resident and nature and extent of the interest of such individual.

(Name) (Residence)

(Extent of Interest)

AFFIDAVIT

STATE OF NEW YORK) ss:
COUNTY OF SUFFOLK

_____ being duly sworn, deposes and says: That (s)he (or applicant's agent) resides at _____ and is the Owner (or agent for the owner) of the premises described and that the applicant (or agent for the Applicant) herein has been authorized to make this application: that (s)he has read the above application and reviewed the attached photographs, drawings, samples and descriptions and that to the best of his/her knowledge and belief said information is a true and correct representation of the work proposed.

Sworn to before me this _____ day of _____ 20 _____

NOTARY PUBLIC APPLICANT OR AGENT FOR APPLICANT

FOR OFFICE USE ONLY

The Board of Historic Preservation and Architectural Review met on _____ and following the review of this application as submitted did (approve, disapproved, approve with conditions indicated below) that the project as specified (is , is not) congruous with the Village of Sag Harbor's Historic Preservation Ordinance Article XIII of Chapter 300.

Conditions: _____

Signed Chair or Vice Chair _____ Date _____

Dated: 9/12/16

THIS FORM MUST BE PRINTED ON LEGAL SIZE PAPER
APPLICATIONS PRINTED ON LETTER SIZE WILL BE REFUSED



BUILDING DEPARTMENT

55 Main St., PO Box 660
Sag Harbor, N.Y. 11963-0015
Tel: 631-725-0224 Fax: 631-725-4852

OWNER'S AUTHORIZATION

The undersigned are the sole owners of the premises located at:

_____, Sag Harbor, New York.
SCTM: # _____ and hereby authorize
_____ to apply for and obtain:

Check as applicable:

- (a) Building Permit ()
- (b) Certificate of Occupancy ()
- (c) Zoning Variance ()
- (d) Subdivision Approval ()
- (e) Certificate of Appropriateness
- (f) Other _____ (Describe)

The undersigned hereby hold harmless and indemnify the Village of Sag Harbor, including its agencies, officials and employees, against any claim, cost or expense, including attorney's fees, by reason of their reliance upon this authorization.

Dated: _____ Sign Here: _____
Print Name: _____

Sign Here: _____
Print Name: _____

On the _____ day of _____, 20__ before me, the undersigned personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on this instrument, the individual(s) acted, executed the instrument.

Signature of Notary

2. (a) the landowner's name and address are:

(b) The shareholders, partners or members of the landowner corporation, partnership or limited company are (if applicable)

(1) _____ (3) _____
(2) _____ (4) _____

3. (a) the contract vendee's name and address are (if applicable):

(b) The shareholders, partners or members of the contract vendee corporation, partnership or limited company are (if applicable):

(1) _____ (3) _____
(2) _____ (4) _____

4. Does any officer or employee of the Village of Sag Harbor have an interest in the applicant or in the landowner or in the contract vendee?

_____ Yes _____ No

If yes, state the name and residence of such officer or employee and the nature and extent of such interest.

For the purpose of this disclosure, an officer or employee of the Village of Sag Harbor shall be deemed to have an interest in the applicant or in the landowner or in the contract vendee when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

(a) is the applicant or landowner or contract vendee, or

(b) is an officer, director, partner, member or employee of the applicant or landowner or contract vendee, or

(c) legally or beneficially owns or controls stock of a corporate applicant or landowner or contract vendee, or is a partner or member of a partnership or limited liability company applicant or landowner or contract vendee; or

(d) is a party to an agreement with such an applicant or landowner or contract vendee, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application.

A person who knowingly and intentionally fails to make such disclosure shall be guilty of a misdemeanor as provided in General Municipal Law §809.

5. Does any officer or employee of the Town of Southampton and/or East Hampton, County of Suffolk or State of New York have an interest in the applicant or in the landowner or in the contract vendee?

_____ Yes _____ No

If yes, state the name and residence of such officer or employee, the name of such governmental entity (Town, County, and State) and the nature and extent of such interest. _____

For the purpose of this disclosure, an officer or employee of the Town of Southampton and/or East Hampton shall be deemed to have an interest in the applicant or in the landowner or in the contract vendee when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

(a) is the applicant or landowner or contract vendee; or

(b) is an officer, director, partner, member or employee of the applicant or landowner or contract vendee; or

(c) legally or beneficially owns or controls stock of a corporate partnership or limited liability company applicant or landowner or contract vendee; or

(d) Is a party to an agreement with such an applicant or landowner or contract vendee expresses or implied, whereby he may receive any contingent upon the favorable approval of such application.

A person who knowingly and intentionally fails to make such disclosure shall be guilty of a misdemeanor as provided in General Municipal Law §809

Applicants Signature

State of New York)

) ss:

County of _____)

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

(Notary Public)

**RESOLUTION SETTING PROCEDURE PURSUANT TO VILLAGE CODE
§300-13.2(E)**

WHEREAS, the Board of Historic Preservation and Architectural Review may adopt rules of procedure as it may deem necessary to the proper exercise of its responsibilities with regard to architectural review and historic preservation pursuant to Village Code §300-13.2(E); and

WHEREAS, the Board of Historic Preservation and Architectural Review has considered the following policies and desires to adopt said policies as rules of procedure pursuant to §300-13.2(E); and now therefore be it

RESOLVED, that the Board of Historic Preservation and Architectural Review hereby adopts the following rules of procedure:

- Applications must be submitted three weeks prior to the Board Meeting to be considered on the agenda. Revisions made to an application must be submitted seven days prior to the next meeting.
- Applicants shall have a maximum of seven minutes to make their initial presentation of their application to the Board (exclusive of answering Board questions). If the applicant requires additional time, the Board at its discretion can allow additional time and/or require the applicant to submit the remainder of the applicant's testimony in writing.
- Members of the public shall have a maximum three minutes to provide comments regarding applications at public hearings regarding pending applications. Should a speaker require additional time, comments can be submitted in writing to the Board.
- The current application shall be amended to include the following requirements:
 - a. Existing conditions photographs including aerial photographs of the entire site taken within two weeks of the application submission (i.e. showing clearly structures, existing trees, vegetation, etc.)
 - b. Landscape Plans – degree of detail dictated by the work to be performed indicated clearly (i.e. see example plant list indicating plant sizes, quantities, botanical name, common name, spacing, special remarks, Planting details, Existing vegetation shall be shown on plan indicating removal or to remain.
 - c. New Pool applications shall include a landscape plan indicating proper visual screening from neighbors and public view, gate details, fence details, all elements seen from the street shall be indicated clearly on the plan.
 - d. Grading and Drainage i.e. roof / site drainage calculations -drywell sizing where applicable, contours, spot elevations, Top and Bottom of wall elevations, wall details, etc.
 - e. All Plans submitted for Board review shall be to scale, half scale and in digital format (PDF)

APPROVED
SEP 26 2019
VILLAGE CODE
BOARD OF SAG HARBOR

- f. 3d Digital model required of all new Buildings and Pool Houses; Board may require 3d model of a structure if intent of design needs to be depicted in greater detail
- g. Show all exterior Lighting
- h. All Presentations to the Board via Meeting Display shall be submitted to the Building Department in PDF format 3 weeks prior to the meeting – PDF material shall be uploaded to the Village computer and broadcasted via Village computer at the meeting