



## Schenectady Historic Commission

### Filing Instructions

Please complete the attached application and submit it to Cari Hourigan in the Department of Development, Room 14, 105 Jay Street, City Hall, Schenectady, NY 12305. With each application please submit a detailed description of your proposed project, pictures of the property showing the front and affected areas, any proposed materials (i.e. paint color samples, brochure of proposed window, shingle samples), the SEQR (Short Environmental Assessment Form) and any other supporting materials. YOU MUST SUBMIT 8 COPIES OF ALL MATERIALS, AND THE APPROPRIATE FILING FEE, ON OR BEFORE THE MONTHLY DEADLINE. INCOMPLETE OR LATE APPLICATIONS WILL NOT BE ACCEPTED.

Filing fees are as follows:      Residential applications \$10; Commercial applications \$20

# City of Schenectady – Application for a Certificate of Approval

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Address of Affected Property: \_\_\_\_\_ Proposed Use of Structure: \_\_\_\_\_

Number of Units: \_\_\_\_\_ Property Zoning: \_\_\_\_\_

Indicate if you wish to have a preapplication review? YES  NO

### INSTRUCTIONS

- 1) All applications **MUST** include a written **PROJECT DESCRIPTION**. Provide enough detail to allow the Historic Commission to make an informed decision regarding appropriateness. **Applications lacking sufficient detail concerning materials, design and application will be considered INCOMPLETE and returned to the applicant.** City Staff will make a site visit prior to application hearing for the purpose of video taping the affected area as per submitted application.
- 2) For each specific type of action, check the appropriate activity and attach the materials requested.

### **APPLICANT OR THEIR DESIGNEE MUST BE IN ATTENDANCE AT THE SCHEDULED MEETING TO PRESENT THEIR APPLICATION TO THE COMMISSION.**

- Exterior Alteration**
  - Photograph(s) covering the four sides of the property and additional coverage of the affected area.
  - Plot plans and elevation drawings of proposed changes to scale for each affected area.
  - Descriptions, samples and/or specifications indicating materials, textures, and colors to be used on the exterior of proposed new structure.
  
- Signs**
  - Photograph(s) covering the four sides of the property and additional coverage of the affected area.
  - Scaled sketch, drawing, or photograph of proposed sign and post design, if applicable: including all dimensions, type and style of lettering, samples of colors, and descriptions of materials to be used including any applicable hardware for mounting.
  - Sketch, plot plan or description of proposed sign location on building or premises.
  - Description of lighting to be used.
  
- Painting**
  - Photograph(s) covering the four sides of the property and additional coverage of the affected area.
  - Descriptions, samples and/or specifications indicating materials and colors to be used.
  
- Roofing**
  - Photograph(s) covering the four sides of the property and additional coverage of the affected area.
  - Descriptions, samples and/or specifications indicating materials and colors to be used on the exterior of proposed new structure.
  
- New Construction**
  - Plot plan showing all new construction and its relationship to existing building(s) on the proposed site.
  - Plans and elevation drawings of proposed addition and its relationship to existing building(s) showing proposed design of new construction or new addition, supplemental to information with previous application.
  - Descriptions, samples and/or specifications indicating materials and colors to be used on the exterior of proposed new structure.
  
- Moving**
  - Photograph(s) covering the four sides of the property and additional coverage of the affected area.
  - Plot plan showing exact building location on proposed new site.
  - Written description of reasons for moving.
  
- Demolition**
  - Photograph(s) covering the four sides of the property and additional coverage of the affected area.
  - Written description of reasons for demolition.
  
- Other / Repair**
  - Attach explanatory material as applicable to provide complete detail of proposed work.

**Project Description:**

---

---

---

---

---

---

---

---

---

---

(attach additional sheet(s) if required)

Applicant should submit information to the Department of Development according to the submission / consideration schedule which is available from the Department of Development office, Room 14, City Hall. For further information, please contact Cari Hourigan at 382-5147.

---

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Date Received**

**HISTORIC COMMISSION REVIEW**

The City of Schenectady Historic Commission met on \_\_\_\_\_ and following the review of this application as submitted did:

- APPROVE
- DISAPPROVE or
- APPROVE WITH CONDITIONS / MODIFICATIONS AS INDICATED BELOW,

that the project as specified

IS

IS NOT

Congruous with the City of Schenectady's Historic Ordinance

**CONDITIONS and/or REASONS:**

**SIGNED:**

\_\_\_\_\_  
*Historic Chair or Vice Chairperson / Date*

\_\_\_\_\_  
*City Official / Date*

PROJECT ID NUMBER

617.20

SEQR

APPENDIX C

STATE ENVIRONMENTAL QUALITY REVIEW

### SHORT ENVIRONMENTAL ASSESSMENT FORM

for UNLISTED ACTIONS Only

#### PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT / SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION:  Municipality	County
4. PRECISE LOCATION: Street Address and Road Intersections, Prominent landmarks etc - or provide map	
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification / alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially          acres                          Ultimately          acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No      If no, describe briefly:	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? (Choose as many as apply.) <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park / Forest / Open Space <input type="checkbox"/> Other (describe)	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (Federal, State or Local) <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, list agency name and permit / approval:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, list agency name and permit / approval:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT / APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant / Sponsor Name	Date:
Signature _____	

**If the action is a Coastal Area, and you are a state agency,  
complete the Coastal Assessment Form before proceeding with this assessment**

# **The Secretary of the Interior's Standards for Rehabilitation**

## **A Brief Overview**

- ◆ **Identify, Retain, and Preserve**
- ◆ **Protect and Maintain**
- ◆ **Repair**
- ◆ **Replace**
- ◆ **Design for Missing Historic Features**

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

**8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.**

**9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.**

**10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.**