



## **Schenectady Historic District Commission**

### **Filing Instructions**

Submit this application to the Department of Development, Room 14, 105 Jay Street, City Hall, Schenectady, NY 12305. The applicant or their designee **MUST** be in attendance at the scheduled meeting to present their application to the Commission.

Please check the appropriate project box(es) and submit ALL materials listed, including a written project description, and any other supporting materials. **YOU MUST SUBMIT 9 COLLATED PACKETS OF THE APPLICATION AND ALL SUPPORTING DOCUMENTATION, AS WELL AS THE FILING FEE, ON OR BEFORE THE MONTHLY DEADLINE.**

Incomplete or late applications will not be placed on the agenda.

For further information on the approval process, please contact the Department of Development at (518) 382-5147.

**Filing fees:    Residential applications    - \$10**  
**Commercial applications    - \$40**

Check, cash, and major credit cards are accepted. Make checks payable to the City of Schenectady.

*revised 08/24/18*

**Historic District Commission**  
**City of Schenectady – Application for a Certificate of Approval**

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

Owner: \_\_\_\_\_ Applicant, if different than Owner: \_\_\_\_\_

Address of Affected Property: \_\_\_\_\_

Address where correspondence should be sent, including addressee name: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ E-mail: \_\_\_\_\_

Use of Property: \_\_\_\_\_ Number of Commercial Units; \_\_\_\_\_ Number of Residential Units

**Painting**

- Color Photograph(s) showing the four sides of the property and detailed photos of trim and detail work.
- Description of painting work to be done and samples of colors to be used.

**Fences**

- Color photograph(s) showing the four sides of the property and additional coverage of the affected area.
- Scaled sketch, drawing, or photograph of proposed fence: include all dimensions, samples of colors, and descriptions of materials to be used and any applicable hardware for mounting.
- Plot plan (drawn to scale) showing location on the property the proposed fence will be installed.

**Roofing**

- Color photograph(s) showing 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 roof, including roof flashing and trim.

**Landscaping**

- Color photograph(s) showing the four sides of the property and additional coverage of the affected area.
- Plot plan (drawn to scale) of the property showing where the new landscaping will be located.
- Description and images of plants, trees, and other landscaping elements (decks, gazebos, garden structures, walkways, etc) proposed to be added.

**Signs**

- Color photograph(s) showing 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: include all dimensions, type and style of lettering, samples of colors, and description of materials to be used including any applicable hardware for mounting.
- Sketch or plot plan (drawn to scale) of proposed sign location on building or premises.
- Description of any lighting proposed including lamp type, mounting, wattage, location and appearance of fixture.

**New Construction / Addition**

- Plot plan (drawn to scale) showing all new construction and its relationship to existing building(s) on the proposed site.
- Plans and elevation drawings (drawn to scale) of proposed addition and its relationship to existing building(s) showing proposed design of new construction or new addition.
- Descriptions, samples and/or specifications indicating materials and colors to be used on the exterior of the proposed new structure or addition.

**Windows ( New or Storm)**

- Color photograph(s) covering the four sides of the property that also indicate the existing affected windows.
- Pictures or brochures of the proposed windows including details on the size, type, materials, and color.

**\* OVER FOR ADDITIONAL OPTIONS**

**Demolition**

- Color photograph(s) showing the four sides of the property
- additional coverage of the affected area.
- Written description of reasons for demolition.
- Detailed plan for redevelopment of site and any affected site features and a timetable for redevelopment to start (no more than 6 months after demolition)

**Other / Repair**

- Attach explanatory material as applicable to provide complete details of proposed work with photographs.

**\*Any color, other than black, that is proposed in this application--unless it is identical to a color already existing on site--must be represented by a sample of that color.**

**Project Description:**

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(attach additional sheet(s) if required)

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

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

**HISTORIC COMMISSION DECISION**

The City of Schenectady Historic Commission met on \_\_\_\_\_ and the following Decision was made:

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_