

TOWN OF PITTSFORD

Design Review & Historic Preservation Board

Application Guidelines for Landmark Designation

General Information about the Design Review and Historic Preservation Board

The Design Review and Historic Preservation Board generally meets on the second and fourth Thursdays of the month at 6:45 PM at the Pittsford Town Hall, 11 South Main Street, Pittsford, New York. The Board adopts a schedule of meetings each year, which is available upon request.

The Board is made up of seven (7) volunteer resident members and is supported by the staff of the Town's Planning and Zoning Department. The Town's website has more information about the Board, together with a schedule of meetings and minutes from prior meetings.

The Board is responsible for the following areas:

- Residential projects, including new home construction and remodeling of existing homes that involves exterior elements.
- Commercial projects, including new buildings and remodeling of existing buildings that involves exterior elements.
- Permanent signage projects.
- Landmark designation of historic properties.
- Certificates of Appropriateness for modifications to designated landmarks that involve exterior elements and/or interior elements of buildings open to the public.

Procedures for Applications Requesting a Landmark Designation

The following is a general outline of the steps to be followed in preparing an application for landmark designation to be considered by the Board:

1. The applicant (either the property owner or a designated agent) will submit a completed application to the Town's Planning and Zoning Department. The applicant should retain a copy of all items submitted.
2. Upon receipt of a completed application, Town staff will schedule the application for the Board's agenda. An application needs to be received at least thirty (30) days prior to the Board meeting during which it will be reviewed.
3. A Public Hearing is required by Town Code for all applications requesting landmark designation. As a result, Town staff will place a formal Legal Notice indicating receipt of the application in one of the Town's official newspapers, typically the Brighton Pittsford Post. In addition to placing the Legal Notice in a newspaper, Town staff may also post a sign on the property, giving notice of the application, approximately ten (10) days prior to the Public Hearing.

4. The Board members will review the full application and may visit the property, prior to the hearing date, so as to be fully familiar with the property.
5. During the Public Hearing, the Board will give the applicant an opportunity to make a verbal presentation, if desired, to supplement the application materials. The Board will also ask any questions they may have of the applicant. Members of the public who attend the hearing will also be invited to make comments, if they wish.
6. Once the Board is satisfied that they have all the information they need to make a decision, the Public Hearing will be closed.
7. The Board will discuss the matter and make a written decision, in the form of a resolution. Although this will typically occur immediately after the close of the Public Hearing, if the Board feels it needs time to consider the matter it may be held to the next meeting for a decision.

Application Materials to be Submitted

The purpose of completing an application and submitting supporting materials is to provide the Board with a full understanding of the historic significance associated with the structure proposed for landmark designation, as well as the parcel on which the structure is located.

In light of the above goal, the applicant is to submit the following materials, as appropriate:

- Application - Submit a completed application form, which should include concise but complete statements as to all of the areas referenced on the on the form. Attach additional sheets as necessary.
- Parcel Map - Attach a map or site plan indicating the size of the parcel and the approximate location of all structures.
- Photographs - Attach photographs to the application, together with captions, illustrating all sides of the proposed landmark and the site on which the proposed landmark is located. The photographs should also show all features which justify the request for designation of the structure.
- Architectural Elevations – Attach scaled architectural elevations, sketches, and /or perspective drawings of the structures façades and associated detailing if available.
- Architectural Plans – Attach scaled architectural plans or sketches of the structures floor plans that might be used to indicate the structures historic use if available.
- Other - Attach a copy of any additional documentation (e.g., National Register of Historic Places nomination form, historic resource survey, Historic American Building Survey nomination form, and Historic American Engineering Survey nomination form). Include any appropriate reference materials that might support the request for landmark designation.

A copy of the application and all associated supporting documentation should be kept for your records. Please only submit copies of any original documents that are historic in nature as *all* application forms and supporting documentation will not be returned to the applicant. The Board does reserve the right to request additional information or material submissions at the time of the Public Hearing.

Town Code Provisions

The Design Review and Historic Preservation Board is required to review each application for landmark designation against the relevant provisions of the Town Code. In summary, the Board is justified in designating a structure as a landmark if it:

- Possesses special character or historic or aesthetic interest or value as part of the cultural, political, economic or social history of the locality, region, state or nation; or
- Is identified with historic personages; or
- Embodies the distinguishing characteristics of an architectural style; or
- Is the work of a designer whose work has significantly influenced an age; or
- Because of a unique location or singular physical characteristic, the structure represents an established and familiar visual feature of the neighborhood.

The following are the relevant Town Code provisions that relate to applications for landmark designation:

TOWN CODE TOWN OF PITTSFORD

ARTICLE XXX, Landmarks, Historic Districts and Certificates of Appropriateness

§ 185-195.1 Purpose; intent.

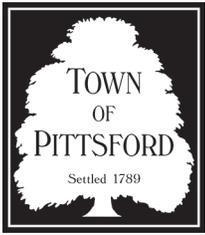
It is hereby declared as a matter of public policy that the protection, enhancement and perpetuation of historic landmarks is necessary to promote the economic, cultural, educational and general welfare of the public. Inasmuch as the identity of a people is founded on its past and inasmuch as the Town of Pittsford has many significant historic, architectural and cultural resources which constitute its heritage, this article is intended to:

- A. Protect and enhance the historic landmarks which represent distinctive elements of Pittsford's historic, architectural and cultural heritage.
- B. Foster civic pride in the accomplishments of the past.
- C. Protect and enhance Pittsford's attractiveness to visitors and the support and stimulus to the economy thereby provided.
- D. Ensure the harmonious, orderly and efficient growth and development of the Town.
- E. Stabilize and improve property values in the Town.

§ 185-195.2 Designation of landmarks.

- A. The Design Review and Historic Preservation Board may designate a structure as a landmark if it:
 1. Possesses special character or historic or aesthetic interest or value as part of the cultural, political, economic or social history of the locality, region, state or nation;
 2. Is identified with historic personages;

3. Embodies the distinguishing characteristics of an architectural style;
 4. Is the work of a designer whose work has significantly influenced an age;
or
 5. Because of a unique location or singular physical characteristic, represents an established and familiar visual feature of the neighborhood.
- B. The Board may, in designating landmark structures, include a reasonable amount of land surrounding the structure, including any nearby outbuildings, so as to protect the structure or structures from undue encroachment.
 - C. Notice of a proposed designation shall be sent by certified mail to the owner of the structure proposed for designation, describing the structure proposed and announcing a public hearing by the Board to consider the designation. Notice of such hearing shall be published at least once in a newspaper of general circulation at least 10 days and not more than 20 days prior to the date of the public hearing. Once the Board has issued notice of a proposed designation, no building or demolition permits shall be issued by the code enforcement officer until the Board has made its decision.
 - D. The Board shall hold a public hearing prior to designation of any historic landmark. The Board, owners and any interested parties may present testimony or documentary evidence at the hearing which will become part of a record regarding the historic, architectural or cultural importance of the proposed landmark. The record may also contain staff reports, public comments, or other evidence offered outside of the hearing.
 - E. The Board shall file with the Town Clerk the record of its proceedings and its resolution of designation which shall describe the boundaries of the land, if any, surrounding the structure. The Board shall file in the Monroe County Clerk's Office a notice of each designated structure, including surrounding land, if any, referencing it by street name and number and/or tax account number, and referring any interested person to the Town Clerk's Office and the Town Municipal Code for more detailed information.



TOWN OF PITTSFORD

Design Review & Historic Preservation Board Application for Landmark Designation

Case # _____

1. Property Address: _____

2. Tax Account Number: _____

3. Applicant's Name: _____

Address: _____ Phone: _____
Street

City State Zip Code

E-mail: _____

4. Applicant's Interest in Property:

Owner: Lessee: Holding Purchase Offer:

Other (explain): _____

5. Owner (if other than above): _____

Address: _____ Phone: _____
Street

City State Zip Code

E-mail: _____

Has the Owner been contacted by the Applicant? Yes No

6. Application prepared by: _____

Address: _____ Phone: _____
Street

City State Zip Code

E-mail: _____

7. Present use of Property: _____

8. Zoning District of Property: _____

9. **STATEMENT OF SIGNIFICANCE:** Use the discussion items below to explain why the structure should be considered for designation as a Landmark. Include reference sources used to address each item (attach additional sheets if necessary):

A. Summary Statement: Provide a brief Summary Statement describing why this Application should be considered for designation as a Landmark.

B. Description of Property's History:

i. Chronologically identify the original and subsequent property owners (include dates, if possible):

ii. Date of Initial Construction: _____

Architect: _____

Builder: _____

iii. Facts/Information on original plan and construction of building(s):

iv. Facts/Information on known alterations and additions, with dates, architects, and/or builders:

C. Statement of Architectural Significance:

i. Architecture style or period:

ii. Architecture interest and merit:

iii. Current exterior condition (describe construction, finishes, and state of repair):

D. Significance of any additional on-site buildings and property surroundings:

i. Describe natural features of parcel:

ii. Outbuildings (list existing outbuildings with associated state of repair and describe their significance):

iii. Describe surrounding structures and neighborhood:

E. Statement of Historic Importance:

i. Historical events associated with the property and dates:

ii. Well-known persons associated with the property:

F. Statement of Other Significance *(if any)*:

10. Provide a List of Documents and Publications that relate directly to this application.

11. Additional materials submitted with this application *(if available)*:

- | | |
|--|---|
| <input type="checkbox"/> Parcel map | <input type="checkbox"/> Architectural elevations |
| <input type="checkbox"/> Photographs | <input type="checkbox"/> Architectural plans |
| <input type="checkbox"/> Other materials | |
-

Applicant Certification:

I certify to the best of my knowledge that the information supplied on this application is complete and accurate.

Signature of applicant

Date

Owner Consent:

If the applicant is other than the owner, does the owner concur with this application?

Yes No

If Yes, owner's signature: _____