

VILLAGE OF COBLESKILL - PLANNING, ENVIRONMENT & CODES DEPT.

HISTORIC DISTRICT REVIEW COMMISSION APPLICATION - \$35 APPLICATION FEE

VILLAGE CODE § 90-6. CERTIFICATE OF APPROPRIATENESS REQUIRED.

No person shall carry out any exterior alteration, restoration, reconstruction, demolition, new construction, or moving of a landmark or building within an historic district, nor shall any person make any material change in the appearance of such landmark or building, its light fixtures, signs, fences, steps, roofs, siding, windows, sheds, above ground utility structure, or any/all other exterior elements which affect the appearance of a landmark or a building or structure within an historic district, without first obtaining a certificate of appropriateness from the Commission.

THE VILLAGE OF COBLESKILL HISTORIC DISTRICT REVIEW COMMISSION WILL HOLD REGULAR MEETINGS AT 7:00PM ON THE FOLLOWING DATES:

- | | | |
|--|---|---|
| <input type="checkbox"/> WED., JAN 3, 2024 | <input type="checkbox"/> WED., MAY 1, 2024 | <input type="checkbox"/> WED., SEPT 4, 2024 |
| <input type="checkbox"/> WED., FEB 7, 2024 | <input type="checkbox"/> WED., JUNE 5, 2024 | <input type="checkbox"/> WED., OCT 2, 2024 |
| <input type="checkbox"/> WED., MAR 6, 2024 | <input type="checkbox"/> WED., JULY 3, 2024 | <input type="checkbox"/> WED., NOV 6, 2024 |
| <input type="checkbox"/> WED., APR 3, 2024 | <input type="checkbox"/> WED., AUG 7, 2024 | <input type="checkbox"/> WED., DEC 4, 2024 |

You or your representative must meet with the Historic District Review Commission to discuss your project with Commission members. If you have any questions, please call us at 518-234-4661, or email pecsec@midtel.net.

THE PRESERVATION ETHIC

Preserving Cobleskill's historic properties depends upon timely maintenance and the watchword is **repair** NOT **replacement**. The good news is that repair is normally affordable and results in long-term savings. Also, repairing historic building materials, rather than replacing them, avoids losing original surface textures and historic character.

When planning alterations to a building the following steps will help ensure that Cobleskill's precious historic resources are preserved for the enjoyment of future generations:

1. REPAIR. Obtain bids from qualified contractors to undertake the repair work you are not undertaking, or do not have the skill to undertake yourself.
2. REPLACEMENT WITH LIKE MATERIALS. If repair of deteriorated materials is impossible (after obtaining complete information about that option) get an estimate for materials and labor to replace irreparable building parts.
3. REPLACEMENT WITH ALTERNATIVE MATERIALS. If either of the above steps won't work, gather samples of various alternative materials, and get estimates for the materials and labor to undertake your proposed change.

PLEASE NOTE! If you propose to replace rather than to repair parts of your building, you should be prepared to show that you have investigated the costs of the first two steps when you go before the HDRC. In most cases, routine maintenance, such as repair of a broken spindle in a porch railing, does not require a Certificate of Appropriateness. *When in doubt, see the Village Code Enforcement Officer.*

TO BE PLACED ON THE AGENDA, YOU **MUST** BRING ALL OF THE FOLLOWING ITEMS TO THE VILLAGE PLANNING, ENVIRONMENT & CODES DEPT. AT LEAST **NINE** CALENDAR DAYS PRIOR TO THE MEETING DATE

- **\$35 APPLICATION FEE**
- **ORIGINAL AND 2 COLLATED COPIES OF APPLICATION PACKAGE TO INCLUDE:**
 - Attached two-page application
 - Color photographs, at least 3 1/2 inches by five inches in size, of the building facade clearly detailing all proposed portions of the building or landmark subject to change.
 - Building elevations drawn to scale showing proposed changes on the facade elevations.
 - A description of existing conditions and proposed changes, including a sketch plan, site plan or subdivision drawing, to scale, showing property lines, building footprints and the relationship of surrounding buildings or structures.
 - Estimate from qualified contractor to make the repair you are seeking. If repair is not possible, you must bring an estimate for materials and labor to replace irreparable building parts with like materials **and** an estimate for materials and labor to replace irreparable building parts with alternative materials.
 - Samples of the materials to be used in the repair, replacement with like materials and/or replacement with alternative materials.
 - Specifications for materials to be used in construction. Specifications may appear on the building facade drawing or on a separate sheet.
 - Where the proposal includes signs, a scale drawing showing the sign or lettering, including the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination, and a plan showing the sign's location on the property.
 - One set of 3½" x 5" color photographs, showing clear details of every change that you propose to make (or digital images emailed to pecsec@midtel.net)
 - One set of 3½" x 5" color photographs that show your property as seen from the street (or digital images emailed to pecsec@midtel.net)
 - One set of 3½" x 5" color photographs of the properties to either side of you (or digital images emailed to pecsec@midtel.net)

For some projects, additional information will be needed. The Code Officer reviews each application and will ask you to provide that additional information prior to your meeting with the Historic District Review Commission.

Reference information:

[Design Guidelines for the Historic District](#), [Sign Design Guidelines](#),
[Historic District Update Survey Part 1](#), [Historic District Update Survey Part 2](#),
[Historic District Update Survey Part 3](#), [Historic District Update Survey Part 4](#)
These are available on our Codes Department's web page:
<http://www.schohariecounty-ny.gov/CountyWebSite/villcob/planning.html>

VILLAGE OF COBLESKILL - PLANNING, ENVIRONMENT & CODES DEPT.

378-1A MINERAL SPRINGS ROAD, COBLESKILL, NY 12043 – TELEPHONE: 518-234-4661

APPLICATION NUMBER: _____

RECEIVED: _____

PROPERTY OWNER: _____

APPLICANT: _____

MAILING ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE: _____

TELEPHONE: _____

FAX/EMAIL: _____

FAX/EMAIL: _____

PROJECT LOCATION: _____

SBL NUMBER: _____

_____ deposits and says that he is the owner, *or has been duly authorized by the owner* (*"Affidavit by Property Owner"* attached) as the agent of said owner(s), to make and file this application and to perform or have performed the work described in this application; that all statements contained in this application package are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and specifications filed therewith, and in accordance with applicable laws, ordinances, rules and regulations.

The applicant recognizes that it may be necessary for Village Staff or members of the Historic District Review Commission to conduct an on-site visit of the exterior of the property that is the subject of the application. **The applicant hereby agrees** that such on-site visits may be conducted as deemed necessary. Whether a site visit is necessary for the purpose of reviewing the application shall be within the sole discretion of the Village Staff and/or Commission members. **The applicant further agrees** that by submitting this application, the applicant shall hold harmless the Village of Cobleskill, the Village Staff and/or Commission members and agents in their official and individual capacities for any damage or injury alleged to have been caused as a result of any site visit made pursuant to this application.

SIGNATURE OF DEPONENT

SWORN TO BEFORE ME THIS

DAY OF

IN THE YEAR OF

SIGNATURE OF NOTARY PUBLIC

VILLAGE OF COBLESKILL - PLANNING, ENVIRONMENT & CODES DEPT.
HISTORIC DISTRICT REVIEW COMMISSION APPLICATION

APPLICATION IS FOR APPROVAL OF (CIRCLE ONE)

SIGN **NEW** ADDITION ALTERATION/RENOVATION DEMOLITION OTHER
 CONSTRUCTION

DESCRIPTION OF
PROJECT:

PROPOSED PROJECT
SCHEDULE:

**THE COMMISSION'S APPROVAL IS GOOD FOR TWELVE MONTHS, AND MAY BE EXTENDED
IF NECESSARY**

COMMENTS BY CODE ENFORCEMENT
OFFICER:

FEE FOR THIS APPLICATION FOR REVIEW BY THE VILLAGE OF COBLESKILL HISTORIC
DISTRICT REVIEW COMMISSION IS \$35, PAYABLE BY CASH, CHECK OR MONEY ORDER
PAYABLE TO "VILLAGE OF COBLESKILL"

\$35 PAID BY /MONEY
ON CHECK # ORDER #
