

Application Fee: \$35.00

HDRC Application

VILLAGE OF COBLESKILL – PLANNING, ENVIRONMENT & CODES DEPT.

HISTORIC DISTRICT REVIEW COMMISSION APPLICATION

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 7:00 PM on the following dates:

- Thur., Jan. 2, 2025
- Wed., May 7, 2025
- Wed., Sept. 3, 2025
- Wed., Feb. 5, 2025
- Wed., June 4, 2025
- Wed., Oct. 1, 2025
- Wed., Mar. 5, 2025
- Wed., July 2, 2025
- Wed., Nov. 5, 2025
- Wed., Apr. 2, 2025
- Wed., Aug 6, 2025
- Wed., Dec. 3, 2025

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 contact our office.

The Preservation Ethic

Preserving Cobleskill’s historic properties depends on timely maintenance and the watchword is **repair**, NOT **replacement**. The good news is that the 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:

- **Repair.** Obtain bids from qualified contractors to undertake the repair work you are not undertaking, or do not have the skill to undertake yourself.
- **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 materials.
- **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, please contact a Village Code Enforcement Officer.*

To be placed on the Agenda, you *MUST* bring all of the following items to the Village Planning, Environment & Codes Department at least *NINE (9)* calendar days prior to the meeting date

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Original and two (2) collated copies of Application Package to include:

- Attached two-page (plus signature page) application.
- Color photographs, at least 3 ½ by 5 inches in size, of the building façade clearly detailing all proposed portions of the building or landmark subject to change.
- Building elevations drawn to scale showing proposed changes on the façade 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 façade 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 3 ½" by 5" color photographs, showing clear details of every change that you propose to make (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 Webpage:

<http://www.schohariecounty-ny.gov/CountyWebSite/villcob/planning.htm>

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378 Mineral Springs Road, Cobleskill, NY 12043

Phone: 518-234-4661 Fax: 518-234-4075

HISTORIC DISTRICT REVIEW COMMISSION APPLICATION

Mike Piccolo: cell: 518-706-0404
email:pecceo@midtel.net

Brian Robson: cell: 518-948-6196
email:pecsec@midtel.net

Office Use Only

File # _____ Permit # _____ Date: _____
District: _____ SBL # _____ Floodplain? Y / N

Project Information

Project Address: _____

Applicant Name: _____

Phone Number: _____

Email Address: _____

Property Owner's Name (if different): _____

APPLICATION IS FOR APPROVAL OF:

- Sign New Construction Renovation/Repair Accessory Structure
 Demolition Other _____

Project details

Brief Description of Work:

Note: We will need drawings of the work being done. Please consult with the Code Enforcement Officer on whether you need engineer stamped plans or not.

Work and Contractor Details

Who is performing the work? Contractor Owner

Contractor Name: _____

Contractor Address: _____

Contractor Phone Number: _____

Contractor Email Address: _____

Note: If using a contractor, we need their New York State Worker’s Compensation Certificate, Exemption Form #CE-200, or NYS Worker Compensation Exemption Form #BP-1.

Proposed Project Schedule: _____

The Commission’s approval is good for 12 months, and may be extended if necessary.

(Office Use)

Comments by Code Enforcement Officer

_____, **BEING DULY SWORN**, deposes and says that they are the applicant above named, and that they are the **OWNER** or **OWNER'S AGENT/REPRESENTATIVE**, and are duly authorized to perform or have performed the proposed work, and to make and file this application; that all statements contained in this application package are true to the best of their 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 planning Board, the Historic District Review Commission, the Zoning Board of Appeals, and/or the Street Tree Committee to conduct an on-site visit of the exterior and/or interior of the property that is the subject of the application.

THE APPLICANT HEREBY AGREES THAT such on-site visit(s) 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 Boards/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 Boards/Commission and their 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.

SWORN TO BEFORE ME THIS _____ DAY OF _____ IN THE YEAR _____.

Signature of Applicant

Signature of Notary Public