
Village of Lancaster
Historic Preservation Commission

Lancaster Municipal Building • 5423 Broadway • Lancaster, NY 14086 • www.villageoflancasterhpc.com

Certificate of Appropriateness Checklist

In order for the Historic Preservation Commission to accurately review a proposed project in a timely manner, applications must be complete and thorough. In order to assist applicants in submitting a complete and thorough application, this checklist sets out the MINIMUM supplemental materials which must be submitted for various project elements. Unless otherwise noted or determined by the HPC or Village of Lancaster staff, the following information and drawings MUST be included in the submittal package for your application.

For an application to be accepted, each and every item is required at the time of application submittal; failure to submit these items may result in a project review being prolonged or delayed.

All Projects

- Completed Application Form
- \$25 cash or check made payable to "Village of Lancaster"
- Color photographs of existing conditions (digital preferred)
- Photos from any/all public rights-of-way (streets, sidewalks, trails, etc.)
- Specific photos of elements to be modified.
- Historic photographs/images (if any)

Signage/Awnings

- To-scale color drawings of the proposed sign(s)/awning(s)
- To-scale drawings/photograph showing proposed location of the sign(s)/awning(s) on the structure/site
- Specifics on proposed illumination (if any)
- Specific materials to be used.

Masonry

- Proposed brick pattern
- Specific color and locations for mortar repairs
- Specific cleaning methods proposed (including any chemicals to be used)

Siding

- Photographs and description of existing siding materials
- Specific brand/type of siding proposed (cut sheets)
- Specific color(s) proposed.

Painting

- Specific color(s) to be used (chips, color numbers)
- Locations of specific colors

Windows & Doors

- Specific windows/doors to be installed/replaced, their existing conditions.
- Manufacturer's cut sheets, with measurements
- Information on pane/panel configuration
- Specific materials of new windows/doors

- Specific exterior hardware (if any)
- Specific design, materials, colors of any trim

Roofing

- Specific materials, colors of roofing to be replaced, its existing conditions.
- Specific materials, colors of proposed new roofing
- Manufacturer's cut sheet(s)
- Sample of material(s)
- Ornamentation (porches, awnings, light fixtures, decorative trim, skirting etc.)
- Location(s) of proposed work
- Specific information on proposed modifications
- Manufacturer's information/cut sheets for materials.
- Specific colors to be used (chips with brand name, color numbers)

Storefronts

- To-scale drawings or proposed design, with measurements
- Specific materials, colors to be used.
- Specifics on proposed windows/doors

Additions/New Construction

- To-scale site plans, showing the existing structure, the proposed addition, the parcel lines, and the outline of any structure within 20 ft of the parcel lines.
- To-scale drawings showing proposed work in relation to existing conditions, with measurements.
- To-scale elevations showing proposed final design
- Description of materials and colors to be used.

Site Features

- To-scale site plans, showing the existing structure, the proposed feature(s), the parcel lines, and the outline of any structure within 20 ft of the parcel lines.
- Manufacturer's information/cut sheets for materials.
- Specific design, materials, colors of proposed features

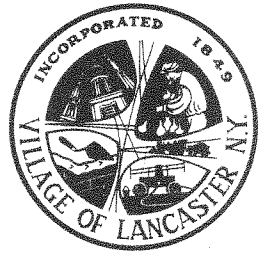
Demolition

- Documentation of current condition of the structure (preferred report from a professional engineer or architect)
- Specific plans for future/intended use of the site.

Murals

- To-scale color drawings/renderings of the proposed mural and proposed location of the mural on the structure
- Specifics on any proposed illumination (if any).
- Specific materials to be used.
- Written approval from the property owner for the mural, provided the applicant is not the property owner.
- An agreement between the artist and property owner identifying responsibilities.
- A maintenance plan specifying care and the parties responsible for the maintenance of the mural. Maintenance includes, but is not limited to, graffiti removal, removal of surface dirt, reapplication of coatings, touching up damaged areas, and ensuring vegetation does not harm the mural or supporting building.
- An agreement between the artist and the property owner identifying who is responsible for the removal of the mural.
- Photo documentation of the completed mural shall be supplied to the HPC to provide a base line for future maintenance, conservation, and restoration.

Village of Lancaster



Municipal Building
5423 Broadway
Lancaster, NY 14086

Petition for Certificate of Appropriateness

Property Address _____
Property Owner _____
Owner Address _____
Owner Phone _____
Owner E-mail _____

Applicant/Agent/Contractor's Name _____
Applicant's Address _____
Applicant Phone _____
Applicant E-mail _____

DESCRIPTION OF PROJECT

Tell us what you want to do. Describe all proposed work including materials, design, and dimensions. Additional pages may be attached. **PLEASE ATTACH DRAWINGS, PHOTOS & SURVEY OF PROPOSED PROJECT.**

SIGNATURE OF APPLICANT

Signature _____ Date _____

Please print or type name _____

RECEIVED _____ BY _____
Signature Date

_____ \$25 Fee – payable to Village of Lancaster

This form and all supporting documentation MUST arrive by 4:30pm (end of day) 2 weeks prior to the Historic Preservation Commission Meeting (second Wednesday of the month) wished to be considered for approval. Please refer to the Village of Lancaster website for current contact information for the Historic Preservation Commission if you have any questions.

HAND DELIVER or MAIL FORM to:

Historic Preservation Commission
Clerk-Treasurer Office
Municipal Building
5423 Broadway
Lancaster NY 14086

PHONE: 716-683-2105

FAX: 716-684-4830

www.lancastervillage.org

Do not write below this line – for the use of the Village of Lancaster Historic Preservation Commission only

THE VILLAGE OF LANCASTER HISTORIC PRESERVATION COMMISSION HAS REVIEWED THIS APPLICATION AND RECOMMENDS:

_____ APPROVAL _____ DENIAL _____ APPROVAL WITH CONDITIONS

APPROVAL OF THIS PETITION DOES NOT CONSTITUTE A BUILDING PERMIT. APPLICANT IS REQUIRED TO OBTAIN ALL PERMITS REQUIRED BY LOCAL LAW.
PLEASE CONTACT CODE ENFORCEMENT OFFICE @ 716-684-4171

CHAIRMAN SIGNATURE _____ DATE _____