

VILLAGE OF PITTSFORD
HISTORIC PRESERVATION BOARD
APPLICATION FOR CERTIFICATE OF APPROVAL

Congratulations! You have chosen to live in the Village of Pittsford. It is the oldest Village in New York State having been incorporated in 1827. Nearly the entire Village is listed in the National Register of Historic Places (NR) with more than 500 properties contributing to the historic preservation district.

The National Historic Preservation Act, intended to protect our national heritage, was signed into law by Lyndon B. Johnson on October 15, 1966. This act established several institutions: Advisory Council on Historic Preservation, State Historic Preservation Office, National Register of Historic Places, and the Section 106 review process. The New York State Historic Preservation Act of 1980 was established as a counterpart to the National Historic Preservation Act and declares historic preservation to be the public policy and in the public interest of the state. In 1971 The Village of Pittsford enacted its first Historic Preservation Ordinance.

I want to do work on my property. Where do I start?

Contact the Building Inspector at Village Hall for an initial meeting. You will be provided with historic information about your property and receive help to guide you through the process as the Historic Preservation Board (HPB) will be reviewing your application for approval.

Steven C. Lauth

Building Inspector

Code Enforcement Officer

Fire Marshall

Stormwater Management Official

Phone: 585-586-4332

Fax: 585-586-4597

Email: building@villageofpittsfordny.gov

What does the Historic Preservation Board (HPB) do?

The HPB is authorized by [Chapter 12 of the Village of Pittsford Code](#) and guided by the [Secretary of the Interiors' Standards for Rehabilitation](#) (the Secretary's Standards) and the [Village of Pittsford historic and Architectural Design District Building Design Standards](#) (the Design Standards). The Secretary's Standards "acknowledge the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character." The Design Standards are used by the HPB to evaluate individual applications relative to the historic character of the property.

What doesn't the Historic Preservation Board do?

The HPB *does not prevent changes* to your property. It does, however, ensure that the proposed changes protect and improve the aesthetic character of our historic Village.

The HPB is here to work with you. The Board serves as a resource to find both practical and architecturally appropriate options for additions and alterations. Application review and decisions made by the HPB are based on criteria in the Federal and local standards listed above, including the appropriateness and compatibility of proposed changes with the character of the historic property. The HPB can educate property owners regarding the value of a historic property, its architectural style, and character-defining features, among other things.

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Please feel free to ask for assistance from the Building Inspector and/or any of our staff. Information only discussions with the HPB and preliminary review of schematic designs for projects are recommended and welcomed to achieve mutually acceptable outcomes.

Examples of HPB approvals:

- Replacement in-kind (wood to wood) shingles to shingles
- Wood and metal fencing under 6 ft.

Examples of HPB denials:

- Wood replaced with vinyl or aluminum
- Vinyl/Composite fencing
- Glass block windows

Note: Applications will not be processed for HPB review unless all required items identified in the application form are submitted to the Village Office by the deadline date.

- All zoning requirements, including variances, must be met *prior* to HPB approval.
- All required State Environmental Quality Review Act (SEQR) forms must be attached.
- The applicant, or designated agent, must appear at the scheduled meeting when the completed application will be reviewed by the HPB. An agenda with an approximate time for review will be sent to all parties prior to the meeting. After the meeting, a letter stating the HPB decision will follow the meeting.
- Work on projects shall not be started unless the applicant has received HPB approval and all necessary permits have been obtained from the Building Inspector. To obtain the necessary permits, please contact the Building Inspector at 585-586-4332.
- Changes to the approved plan cannot be made without additional HPB review. Written requests for changes in the application, including the revised proposed plans, must be received by the deadline date.
- Approvals are valid for one (1) year from the date of HPB approval.

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Today's Date: _____ Received Date: _____ Application Fee Received: (\$75.00)

Address of Property: _____

Applicant Information

Applicant Name: _____

Email Address: _____ Phone Number: _____

Applicant Signature: _____ Date: _____

Owner Information

Owner Name: _____

Owner Address: _____

Day Phone Number: _____ Evening Phone Number: _____

Owner Signature: _____ Date: _____

Contractor Information

Agent/Contractor Name: _____

Company Name: _____

Agent/Contractor Address: _____

Agent/Contractor Phone: _____ Email Address: _____

Agent/Contractor Signature: _____ Date: _____

Type of work proposed (ex: new windows, fencing, addition, etc.):

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PORCHES AND DECKS (1 of 2)

The following information has been excerpted from the Village of Pittsford Building Design Standards pgs. 65-69:

“Historic Porches – Porches are unique to American architecture and found throughout our village. Most historic porches incorporate refined proportions, craftsmanship and precise carpentry work. Porches enhance the visual character of the house and the neighborhood. The porch is often the most distinctively detailed part of a house...

Decks – Pressure-treated wood decks became popular in the 1970s. They are not common features of historic buildings and are rarely appropriate in a preservation district. Traditional buildings had porches, with a roof, railing, columns and materials that visually tied it to the building. Conversely, a typical deck lacks these features and usually appears incongruous on an older building. Because a deck is uncovered and unprotected from the weather, it is usually built of pressure-treated lumber, a material that is usually thicker, wider and of poorer quality than traditional wood components, and is usually left unpainted. The few available stock railings and spindles are almost always inappropriate to a traditional building. Decks that are not visible from the street are usually approved.”

What to Avoid:

- Introducing a new porch or porch elements that are incompatible in size, scale, material, and color; examples include new metal columns or wrought-iron posts, over-scaled columns with elaborate capitals, and metal or plastic balustrades.
- Enclosing (partially or wholly) porches, porte-cocheres, and balconies.
- Enlarging a one-story porch to make it two or more stories or separating a two-story porch to make it smaller.
- Removing a porch that is not repairable and not replacing it or replacing it with a new porch that does not convey the same visual appearance.
- Covering a porch with a non-historic material, such as metal or vinyl siding, or “winterizing” a screened porch by temporarily attaching plastic sheeting.
- Creating a false historical appearance by not basing changes on historical research, including photographic evidence.
- Stripping porches of all or some of their character-defining elements, including balusters, posts, columns, steps, brackets, and roof decorations.
- Replacing an entire porch, unless it is too deteriorated to repair, or building a new porch if it is not architecturally appropriate. The new porch should match the original as closely as possible in materials, size and detail.
- Using indoor-outdoor carpeting or rugs to weatherproof a porch floor. This keeps the underlying wood wet and promotes rot.
- Replacing simpler turned or chamfered posts with more elaborate columns, when not based on historically accurate research pertaining to the building.

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PORCHES AND DECKS (2 of 2)

SUPPORTING DOCUMENTATION (all documents must be submitted with this application):

Is this an “in-kind” replacement: Yes / No
If “No” then proceed with the following:

Does the project include a removal or demolition of existing component(s): Yes / No

Existing Dimensions: _____ Proposed Dimensions: _____

Existing Materials: _____ Proposed Materials: _____

Please provide the following:

- 1. Drawings to scale and affected elevations.**
- 2. Enlarged photographs with detail or railings, posts, or columns, decking and skirt.**

FOR OFFICE USE ONLY			
	<i>(If unchecked, not applicable)</i>		
Type of Structure being Altered/Added: _____	Conforms to Zoning: Y / N	SEQR Required: Y / N	Variance Required: Y / N
Architectural Style: _____	Site Plan Approval: Y / N If Yes, Date: _____	Date SEQR Completed: _____	Variance Granted: Y / N If Yes, Date: _____
Year Built: _____	Pre-existing nonconforming use: Y / N		
Application Approval: <input type="checkbox"/> Granted <input type="checkbox"/> Granted with Conditions* <input type="checkbox"/> Denied			
Decisions Filed in the Office of the Village Clerk on: _____			
Chairperson’s Signature: _____	Date: _____		
Building Inspector Signature: _____	Date: _____		
*Attach conditions of approval	Certificate Number: _____		