

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](mailto: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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**ROOFING (1 of 2)**

The following information has been excerpted from the Village of Pittsford Building Design Standards pgs. 69-74:

**“Alternative Roofing Materials for Historic Roofs** – Applicants should consult the architectural style section in **Village of Pittsford Building Design Standards** to determine if your property’s roof is characteristic of an identified period and style and is a contributing element to your property’s design.

HPB approval is not required when an existing material is to be replaced with a matching material. If the material is not an exact match, a certificate of appropriateness will be required. The question of what constitutes a “match” is raised often with roofing. Several roofing products on the market today appear to match historic materials, but appearance may not be enough to qualify for a match. Before replacing a roof with a different material, it is best to check with the Building Department at 586-4332”

In general, four circumstances warrant the consideration of substitute materials:

1. The unavailability of historic materials.
2. The unavailability of skilled craftsman.
3. Inherent flaws in the original materials.
4. (Building) Code required changes.

**What to Avoid:**

- Radically changing, damaging, or destroying roofs that are important in defining the overall historic character of the building, which would diminish the character of the building.
- Removing a major portion of the roof or roofing material that is repairable and reconstructing it with new material with the idea of creating a uniform or “improved” appearance.
- Changing the essential character of a roof by adding inappropriate features (dormers, vents, skylights, air conditioners, solar panels), which are visible from the public right-of-way.
- Stripping the roof of sound historic materials (i.e., clay, shingle, metal, or slate) and substituting a cheaper material, such as asphalt shingle. Asphalt shingles may be an acceptable substitute for wood shingles only if they are of a rectangular design and have a uniform tone of black, dark green, or dark gray.
- Replacing an entire roof feature, such as a dormer, cupola, or belvedere, when repair and limited replacement would be feasible.
- Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof.
- Altering the existing roof pitch or introducing a new roof pitch that is not appropriate. Roof pitches on additions should be lower than the roof pitch on the existing structure.
- Traditional gutters have a rounded diameter. Rectangular gutters should be avoided as the shape is contemporary.

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**ROOFING (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 Roofing Type: \_\_\_\_\_ Proposed Roofing Type: \_\_\_\_\_  
 Existing Dimensions: \_\_\_\_\_ Proposed Dimensions: \_\_\_\_\_  
 Existing Color: \_\_\_\_\_ Proposed Color: \_\_\_\_\_  
 Existing Materials: \_\_\_\_\_ Proposed Materials: \_\_\_\_\_

**Please submit the following items:**

- Samples of materials, if possible.
- Full elevation photographs, indicating affected roofs (including view from the street)

**Gutters/Down Spouts:**

Existing Type: \_\_\_\_\_ Proposed Type: \_\_\_\_\_  
 Existing Size: \_\_\_\_\_ Proposed Size: \_\_\_\_\_  
 Existing Color: \_\_\_\_\_ Proposed Color: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Type of Structure being Altered/Added: _____	<i>(If unchecked, not applicable)</i>		
Architectural Style: _____	Conforms to Zoning: Y / N	SEQR Required: Y / N	Variance Required: Y / N
Year Built: _____	Pre-existing nonconforming use: Y / N	Date SEQR Completed:	Variance Granted: Y / N If Yes, Date:

**Application Approval:     Granted     Granted with Conditions\*     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: \_\_\_\_\_