

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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**WINDOWS (1 of 2)**

The following information has been excerpted from the Village of Pittsford Building Design Standards pgs. 50-57:

“Along with doors and entrances, windows are among the most important character-defining elements of an historic house...Poor maintenance will result in unattractive windows that do not operate smoothly. Accumulated layers of paint and broken sash cords and chains will cause the sash to bind. These conditions can be easily corrected by either a carpenter or a handy homeowner. Peeling paint, broken glass, and failing putty are unsightly, but also easily fixed...

Homeowners may be concerned that their historic windows are not as energy efficient as replacement windows. Caulking window openings and installing weather-stripping will help stop air infiltration and energy loss. Repairing and installing sash locks will help the meeting rails meet tightly, and therefore stop drafts. Interior or exterior storm windows will further reduce energy loss. Exterior storm windows should be in the same color as the sash. Many factory color options are available today...”

**What is Recommended:**

- Retaining historic windows whenever possible. Repairing damaged components (rather than replacing entire window unit), including frames, sash, pulleys, and glazing window.
- Preserving historic window size.
- Maintaining trim and original decorative elements.
- Selecting shutters that fit the size of the window sash opening (they should cover the window if closed).
- Mounting shutters over the window frame (casing).
- Maintaining the full size of the existing window opening.
- Maintaining the existing sash configurations (e.g., two-over-two, etc.).
- Reopening historic window openings that have been covered or filled in.
- When replacement is required, matching original windows design and muntin configuration.
- Using muntin patterns appropriate to the age and style of the building or representative of the Village’s vernacular building tradition.

**What to Avoid:**

- Covering or closing in window openings on a primary façade.
- Altering size, shape, or proportion of window.
- Concealing or removing casings and/or decorative trim.
- Adding non-historic, decorative elements, such as a new muntin pattern or a half-round transom light.
- Mounting shutters outside of the window frame (flat against the siding).
- Selecting shutters that are too wide, narrow, tall, or short for the window opening to which they are attached.
- Installing new window units that do not fit the opening.
- Using opaque or reflective glass.
- Replacing durable wood or steel windows with shorter-lived vinyl products.
- Installing windows with plastic grids located between the glass or on the interior face of the glass without exterior muntin glass dividers.
- Adding bay windows where none existed.

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**WINDOWS (2 of 2)**

**Note: If you wish to replace your windows, please contact the Building Department at 586-4332 for a list of qualified evaluators. This evaluation is required prior to the HPB issuing a determination for replacement versus repair.**

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

**Is this an “in-kind” replacement: Yes / No    Does the project include a removal or demolition of existing component(s): Yes / No**  
**If “No” then proceed with the following:**

Existing Dimensions: \_\_\_\_\_ Proposed Dimensions: \_\_\_\_\_

Existing Style: \_\_\_\_\_ Proposed Style: \_\_\_\_\_

Current Materials: \_\_\_\_\_ Proposed Materials: \_\_\_\_\_

Other Materials Used (i.e., muntins, trim, etc.): \_\_\_\_\_

**Note: The following items *must* be provided with your application:**

- 1. Photographs of affected elevations and close-up photographs of existing window condition. Note: Always include view of property from the Street.**
- 2. Drawings to scale and impacted elevations.**
- 3. Material list or Manufacturer’s specification sheet. (Provide samples if possible).**

<b>FOR OFFICE USE ONLY</b>			
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:
<b>Application Approval:</b> <input type="checkbox"/> <b>Granted</b> <input type="checkbox"/> <b>Granted with Conditions*</b> <input type="checkbox"/> <b>Denied</b>			
Decisions Filed in the Office of the Village Clerk on: _____			
Chairperson’s Signature: _____	Date: _____		
Building Inspector Signature: _____	Date: _____		
*Attach conditions of approval	Certificate Number: _____		