

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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FENCES (1 of 2)

The following information has been excerpted from the Village of Pittsford Building Design Standards pgs. 80-81:

“The installation of a fence requires a permit from the Building Department, the style and location are subject to review by the HPB, and the Village Code requires that the “good” or finished side of a fence face outward, towards adjacent property. Rails and braces should be on the inside. The Village Code regulates the permissible height of fences, depending on location. Refer to §98 of the Village Code: Fences, Hedges, and Structures.

The style and age of the house, the character of the surrounding neighborhood, as well as other landscape design features, are all important factors to consider when selecting a fence. Some settings may suggest a formal, painted fence, that ties in with the style of the house. Other instances may dictate a less formal, natural wood color fence that may be incorporated into an overall landscape design, perhaps in the back yard.

Materials – Appropriate fencing materials include wood, wrought iron, cast iron, and in some cases, aluminum, if it simulates the appearance of wrought iron. Chain-link fencing is not appropriate in front yards or other visible locations. In some instances, chain-link fencing is permitted if it is largely out of view from the public way and is coated black or green.

Vinyl fencing materials are not permitted because their appearance is not compatible with the Village’s historic district. Typically, vinyl fence components are hollow with steel bar reinforcements inside the rails. Durability and panel sagging can be long-term issues with vinyl fences.

Fence construction with substitute materials, such as wood/plastic composite, fiberglass, and cellular PVC, that are solid, are assembled in the same manner as wood, and can be painted, may be appropriate if the style of fence is appropriate and/or does not exceed the structural limitations of the material. Good examples would include wood composite and solid cellular PVC.

Style – Prefabricated fencing is much less costly than custom constructed fencing. However, stock lumberyard styles are limited, and the quality and lightweight materials are usually not very durable.”

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FENCES (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 Style: _____ Proposed Style: _____

Existing Materials: _____ Proposed Materials: _____

Existing Color: _____ Proposed Color: _____

Please submit the following items with the application:

1. Photographs of area where the fence will be located.
2. Instrument survey map showing placement of installation.
3. Drawing to scale of fence.
4. Samples of materials if possible.

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: <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: _____	