

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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DOORS (1 of 2)

The following information has been excerpted from the Village of Pittsford Building Design Standards pgs. 58-59:

“Doors and entrances are key architectural features contributing to the character of most buildings’ facades. Doors are often one of the most reliable indicators of a home’s age and architectural style.

Original historic doors should be retained. If the HPB determines that a door is un-repairable and must be replaced, the new door should be replaced “in-kind” or match the style of the building. The arrangement of door panels and window lights is a significant architectural feature and varies from period to period. Replacement doors should have an appropriate panel and light arrangement for the historic period of the structure.

Decorative elements around doors are as important as the door itself. Every effort should be made to retain these elements, or to replace them “in-kind” if missing or irreparably damaged.”

Recommendations and Requirements for door installation:

- Wood doors are preferred.
- In some cases, non-wood doors may be acceptable for rear or side doors.

What to Avoid:

- Doors made of metal, vinyl, or composite material.
- Introducing, removing, or changing the location of doors and entrances that alter the architectural character of the building.
- Replacing existing doors with retail stock doors, or doors of inappropriate design, or of a different size or width.
- Blocking in or removing transoms or sidelights.
- Replacing, resizing, or rearranging such architectural features as pilasters, corner blocks, panels, transom muntin, or sidelights.
- Replacing traditional screen doors with stamped aluminum panel, stock colonial style, or otherwise, inappropriate screen doors that are not compatible with the style of the front door or entry.

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DOORS (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: _____

Affected Elevation Dimensions: _____

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

- 1. Close-up photographs of existing door condition.**
- 2. Drawings to scale and elevations of impacted area.**
- 3. Full elevation photographs of impacted elevations (include view from the Street).**
- 4. Material list or Manufacturer’s specification sheet. Samples 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: _____		