

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: buildinginspector@villageofpittsford.com

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.

VILLAGE OF PITTSFORD
HISTORIC PRESERVATION BOARD
APPLICATION FOR CERTIFICATE OF APPROVAL

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.

VILLAGE OF PITTSFORD
HISTORIC PRESERVATION BOARD
APPLICATION FOR CERTIFICATE OF APPROVAL

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.):

VILLAGE OF PITTSFORD
HISTORIC PRESERVATION BOARD
APPLICATION FOR CERTIFICATE OF APPROVAL

NEW CONSTRUCTION & ADDITIONS (1 of 4)

The following information has been excerpted from the Village of Pittsford Building Design Standards pgs. 30-36:

“Pittsford Village contains a variety of architectural styles representing many different historic periods (Refer to Section 2 for a discussion of these styles). Rather than mandating the copying of one or two “preferred” styles, the Historic Preservation Board’s design review process encourages construction that is identifiable as contemporary, but does not disrupt the continuity and aesthetic value of the historic district...

The most important phase of designing new construction or additions in the Village begins long before the architect starts to draw the plan. The property owner and architect should take a long, objective look at both the subject property and its surroundings, and consider the following:

- What is the history of the neighborhood and what physical features define its character?
- Are different periods of development represented on the property or in the neighborhood?
- Was the neighborhood historically commercial or residential?
- Is it located along the canal, or in a downtown setting?
- What are the periods and styles represented?
- Is the area architecturally homogenous or diverse?

Define the characteristic elements of both the general neighborhood and the immediate environs. Look for such identifying features as building height, scale, setback, site coverage, orientation, spacing between buildings, building rhythm along the street, and such site elements as walls, walks, trees, and fences.

...Before designing an addition to an existing historic building, it is necessary to identify and understand the characteristic elements of the building and neighborhood.

- How old is the building? What changes have already occurred and when?
- What are the building materials, roof forms, textures, type of ornament, and façade elements?
- What is the style of windows, doors, and porches?”

VILLAGE OF PITTSFORD
HISTORIC PRESERVATION BOARD
APPLICATION FOR CERTIFICATE OF APPROVAL

NEW CONSTRUCTION & ADDITIONS (2 of 4)

The following information has been excerpted from the Village of Pittsford Building Design Standards pgs. 30-36 (continued):

“Design Considerations for Additions:

- Large visible additions to existing historic buildings should be compatible with the character of the existing building and should reflect the era in which it was built; it should not re-create the past or give a mistaken impression of false antiquity. Additions should not be so large that they change the orientation, general massing, or scale of the original building.
- Locate additions to historic buildings as inconspicuously as possible, usually to the rear or least public side of a building.
- Do not obscure or destroy characteristic features of historic structures when making additions; the loss of any historic material should be minimal.
- Whenever possible, design and construct additions so that basic form and character of the historic building can remain intact if the addition is removed in the future.
- Construct the addition in a manner that is compatible with surrounding historic buildings in size, scale, materials, mass, and roof forms.
- Do not introduce a new architectural style, or too closely mimic the style of the existing building. Additions should be simple and cleanly designed in a compatible, but not imitative, style.
- Adhere to the principle of additive massing, where an addition is secondary to the main mass of the building, rather than a predominant element. Historic buildings often have smaller additions at the rear of the buildings, or at the sides. Several small additions can provide as much livable space as one large addition.”

VILLAGE OF PITTSFORD
HISTORIC PRESERVATION BOARD
APPLICATION FOR CERTIFICATE OF APPROVAL

NEW CONSTRUCTION & ADDITIONS (3 of 4)

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

Affected Elevation Dimensions: _____

Sizes and styles of windows and doors must be shown on the drawings.

Doors:	<input type="checkbox"/> Existing	Existing Dimensions:	Proposed Dimensions:
	<input type="checkbox"/> New	_____	_____
	<input type="checkbox"/> "In-kind" Replacement	Existing Door Style:	Proposed Door Style:
		_____	_____
Windows:	<input type="checkbox"/> Existing	Existing Dimensions:	Proposed Dimensions:
	<input type="checkbox"/> New	_____	_____
	<input type="checkbox"/> "In-kind" Replacement	Existing Window Style:	Proposed Window Style:
		_____	_____

Materials list

Materials

Used: _____

Lighting and signage for commercial buildings.

Please provide the following items with the application:

1. Instrument survey map.
2. Drawings to scale of the existing building with all elevations.
3. Drawings to scale of the addition with all elevations.
4. Photographs of the affected elevations (always include the view from the Street).

VILLAGE OF PITTSFORD
HISTORIC PRESERVATION BOARD
APPLICATION FOR CERTIFICATE OF APPROVAL

NEW CONSTRUCTION & ADDITIONS (3 of 4)

FOR OFFICE USE ONLY			
Type of Structure being Altered/Added: <hr/> Architectural Style: <hr/> Year Built: _____	<i>(If unchecked, not applicable)</i>		
	Conforms to Zoning: Y / N	SEQR Required: Y / N	Variance Required: Y / N
	Site Plan Approval: Y / N If Yes, Date: _____ 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: _____	