

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: demolition, new windows, fencing, addition, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**SUPPORTING DOCUMENTATION**

Applications will not be processed for HPB review unless all required documentation is submitted by the deadline.

Is this an “in-kind” replacement:                      Yes / No

If “No” then proceed with the following:

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

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

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

If lettering will be used, please note material and style (provide samples if possible):

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

1. **Photographs:** Provide current photographs of the existing building or area where the work is proposed. Always include a clear view from the public street. Close-up photos of the specific area of work are recommended.
2. **Scaled Drawing(s):** Submit accurate, scaled drawings of the proposed project. Drawings must indicate dimensions (size, width, and height measured from street grade). Show placement and relationship to existing structures and surrounding context.
3. **Manufacturer Specifications & Materials:** Provide full manufacturer’s specifications, including, material details (finish, color, texture), Construction/installation plan, Part numbers and/or model numbers (if applicable). Include samples if available.

FOR OFFICE USE ONLY			
	<i>(If unchecked, not applicable)</i>		
	Conforms to Zoning: Y / N	SEQR Required: Y / N	Variance Required: Y / N
	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: _____