

# VILLAGE OF PITTSFORD

SETTLED 1789 • INCORPORATED 1827.



*Village Hall ca 1855 (remodeled 1937)*

## **Village of Pittsford Board of Trustees Meeting March 24, 2022, 6:30 PM**

### **Tentative Agenda**

#### **Board Member - Conflict of Interest Disclosure & Open Meeting Compliance Certification**

#### **Department Reports**

- Village Attorney
- Treasurer's / Village Clerk Report
- Minutes

#### **Meeting Items**

1. Arboretum Update
2. Scott Harter - Survey Quote
3. Cured in Placed Pipe Lining Project Bid
4. 7 PM – Public Hearing – Best Value Law
5. Non-Municipal Use Permit – Town of Pittsford
6. Canal Path Improvement
7. HPB Revised Application

#### **Member Items**

#### **Public Comment**

Next Scheduled Meeting –Regular Meeting April 14, 2022

\*Subject to Change Without Notice

# Village Board Meeting

Meeting Items  
Agenda Item 1

Arboretum Update

# Village Board Meeting

Meeting Items  
Agenda Item 2

Scott Harter – Survey Quote

**From:** [Alysa Plummer](#)  
**To:** [Dorothea Ciccarelli](#)  
**Subject:** FW: SURVEY OF DPW LAND PARCEL  
**Date:** Monday, March 21, 2022 3:53:45 PM

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**Alysa Subtelny Plummer**

Mayor

Village of Pittsford

21 N. Main Street

Pittsford, NY 14534

Ph: 585-586-4332

Cell: 585-775-5247

[mayorplummer@villageofpittsford.com](mailto:mayorplummer@villageofpittsford.com)

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**From:** Scott A. Harter, P.E. (proengineer1@prodigy.net) <proengineer1@prodigy.net>  
**Sent:** Monday, March 14, 2022 8:09 AM  
**To:** Alysa Plummer <mayorplummer@villageofpittsford.com>  
**Cc:** Village Clerk <villageclerk@villageofpittsford.com>; Jeffrey Turner <jturner@orblaw.com>  
**Subject:** SURVEY OF DPW LAND PARCEL

Alysa:

To follow up on our conversation concerning the need to confirm the existing acreage and physical features present on this land parcel, I believe performing an instrument survey is necessary in order to produce a complete topographic and boundary survey.

This survey would involve:

- A review of all current mapping and property history (abstract of title)
- Locating physical survey points and features.
- Locating buildings roads, trails and open areas currently in use
- Locating vegetation limits
- Locating utilities from surface and available record information.
- Comparing field measurements with property history and filed mapping.
- Determining the current parcel boundary and land area (acreage)

Resulting in:

A certified monochrome (black/white) to scale drawing showing the located features, property lines and physical features (topographic and boundary survey) in pdf and paper form.

An aerial photo based version of the monochrome drawing in pdf form and paper form.

Excluded items:

Surface elevations (contours)

Specific plant/tree identifications (General vegetation limits to be shown).

The estimated fee would be \$3,600.00 plus associated printing costs.

This fee assumes field work to be completed in the next six weeks (prior to new vegetation growth)

I hope this is helpful information at this time.

Please contact me if any questions.

Thanks

Scott

Scott A. Harter, P.E.  
Professional Engineering Group  
7171 Victor-Pittsford Road  
Victor, New York 14564  
Phone: (585) 924-1860  
Fax: Scan to email below  
Email: [Proengineer1@prodigy.net](mailto:Proengineer1@prodigy.net)  
Website: [www.proengineeringgroup.com](http://www.proengineeringgroup.com)

# Village Board Meeting

Meeting Items  
Agenda Item 3

Cured in Placed Pipe Lining Project Bid

# Village Board Meeting

Meeting Items  
Agenda Item 4

7 PM – Public Hearing – Best Value Law

**NOTICE OF PUBLIC HEARING  
VILLAGE OF PITTSFORD**

Please take notice that a Public Hearing will be held before the Village of Pittsford Board of Trustees on Thursday, March 24, 2022, at 7:00 p.m. at 21 North Main Street, Pittsford, New York to consider the amendment of Chapter 105 of the Code of the Village of Pittsford, New York.

The meeting will be made available for the public to view and hear thru video conferencing link.

A copy of the proposed local law is on file in the Office of the Village Clerk, where interested parties may request between the hours of 8:30 a.m. and 3:30 p.m. Monday through Friday or on the Village website [www.villageofpittsford.com](http://www.villageofpittsford.com).

Village of Pittsford  
Board of Trustees  
Dorothea M. Ciccarelli, Secretary



**Local Law No. \_\_\_\_\_ of the year 2022**

**Village of Pittsford, County of Monroe**

A local law adopted pursuant to § 103 of the General Municipal Law of the State of New York providing for a Best Value Bidding Procedure for the Village of Pittsford.

**Chapter 72**

**BEST VALUE BIDDING PROCEDURE**

§ 72-1 **Best value bidding procedure.**

§ 72-2 **Legislative purpose and authorization.**

§ 72-3 **Best value standard.**

**§ 72-1 Best value bidding procedure.**

This chapter shall be known as “the Best Value Bidding Procedure of the Village of Pittsford.”

**§ 72-2 Legislative purpose and authorization.**

New York General Municipal Law § 103(1) allows the Village to authorize, by local law, the award of certain purchase contracts (including contracts for services) subject to competitive bidding under General Municipal Law § 103 on the basis of “best value”, as defined in § 163 of the New York State Finance Law. The purpose and intent of this chapter is to allow the Village to exercise and implement this bidding option.

**§ 72-3 Best value standard.**

- A. The Village hereby authorizes the use of the best value standard as part of the Village’s procurement policies. All bid offerings advertised by the Village for the purchase of goods and services that otherwise meet the criteria of state law and the Village’s procurement policy may be issued on the best value standard at the discretion of the Village Board of Trustees. When the best value standard is to be used, the bid advertisement shall provide all prospective bidders with the advanced notice that the contract

shall be awarded on the basis of best value rather than lowest responsible bidder.

- B. “Best value” shall have the meaning as provided in New York State Finance Law § 163, as amended from time to time.
- C. This provision shall not apply to purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the New York Labor Law and any other contract that may in the future be excluded under state law from the best value option.
- D. The standards, thresholds and procedures for awarding a contract on the basis of best value shall be set forth in the Village Procurement Policy, as enacted and amended by the Village Board of Trustees, and shall reflect current state law where applicable.

**Severability.**

If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstances is invalid or unconstitutional, the court’s order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

**Effective date.**

This local law shall take effect immediately upon filing with the Secretary of State.

# Village Board Meeting

Meeting Items  
Agenda Item 5

Non-Municipal Use Permit – Town of Pittsford

# TOWN OF PITTSFORD

SETTLED 1789

*Office of the Supervisor*

11 SOUTH MAIN STREET, PITTSFORD, NY 14534  
TEL. 585-248-6220 FAX 585-248-6247

March 16, 2022

Alysa Plummer, Mayor  
Village of Pittsford  
21 North Main Street  
Pittsford, NY 14534

Re: Town of Pittsford 2022 Events – Village Non-Municipal Use Permit

Dear Mayor Plummer:

The Town of Pittsford has a full schedule of events planned for 2022. Attached you will find a complete listing of these events. We would like to ask for the Village to issue a non-municipal use permit for the events listed below:

**Memorial Day Parade:** Monday, May 30 at 10:00am. The parade will follow its usual route, stepping off from Sutherland Street promptly at 10:00am, we will proceed down Jefferson Road to Main Street, and turn down Washington Road to the Soldiers' Plot at the Pittsford Cemetery. The ceremony will take place at the cemetery at approximately 11:00am. Following the ceremony the parade will reconvene and march back toward the village on Main Street, dispersing at the Fire Hall.

**Food Truck and Music Fest:** Saturday, September 10 - 12:00-9:00pm. This event will take place on South Main Street. The Town is requesting that route 96 (South Main Street) in the Village of Pittsford be closed from the 4-corners at 31 and 96 to Locust Street from 5:00am-12:00am. This road closure will allow for proper set up, safety of those in attendance and tear down of the festivities.

If you should have any questions, please do not hesitate to contact me.

Very truly yours,



William A. Smith, Jr.  
Supervisor  
Town of Pittsford

# Village Board Meeting

Meeting Items  
Agenda Item 6

Canal Path Improvement

# Village Board Meeting

Meeting Items  
Agenda Item 7

HPB Revised Application

## **BUILDING INSPECTOR CHECKLIST**

**PROJECT NAME:** \_\_\_\_\_

**TYPE OF WORK:**

|  |  |
|--|--|
| <input type="checkbox"/> Siding or other cladding material                                   | <input type="checkbox"/> Chimneys                                  |
| <input type="checkbox"/> Window(s)   | <input type="checkbox"/> Signs                                     |
| <input type="checkbox"/> Door(s)   | <input type="checkbox"/> Awnings                                   |
| <input type="checkbox"/> Roofing   | <input type="checkbox"/> Exterior Lighting                         |
| <input type="checkbox"/> Porch(es) including railings, posts or columns, decking, skirts     | <input type="checkbox"/> Shutters                                  |
| <input type="checkbox"/> Decks including railings, posts, decking, skirts                    | <input type="checkbox"/> Demolition                                |
| <input type="checkbox"/> Fences, walls, and other permanent landscape features or structures | <input type="checkbox"/> Relocation, new construction, or addition |
| <input type="checkbox"/> Trim including eaves, fascia, soffits, water tables, casings, etc.  | <input type="checkbox"/> Other, provide description                |

### **SUPPORTING DOCUMENTATION (All documents must be submitted with this application)**

#### **Siding/Cladding**

- Type, material, style, dimension, and color if permanent. Provide full size example of proposed. Ex. 5-1/2" wood clapboard.
- Reveal (exposure to weather) of wood siding, existing and proposed.
- Color and pattern of masonry (brick or stone), existing and proposed.
- Detail of interface and treatment of adjacent trim materials, existing and proposed.
- Full elevation photographs of elevations affected by work of this application.

#### **Windows and Doors**

- Size, material, style (double hung, awning, slider, etc.), and dimensions of existing and proposed.
- Drawings to scale of affected elevations.
- Full elevation photographs of affected elevations and close ups of existing condition of elements under consideration.
- Manufacturer's cut sheet for elements under consideration. Samples if available.

#### **Roofing**

- Type, material, style, dimension and color. Provide sample.
- Full elevation photographs, including affected roofs.
- Size, color, and style of gutters and downspouts to be replaced with roofing.

#### **Porches and Decks**

- Material, with dimensions
- Drawings to scale of elevation affected including work under consideration. Drawings to include large scale representations of railings, posts or columns, decking, and skirt, in plan, elevation, and section.

#### **Fences, walls, permanent landscape features**

- Instrument survey map showing placement or installation on site. Instrument survey maps are provided when property is sold or otherwise changes hands.
- Style, material, and dimensions of work under consideration.
- Drawings to scale of fence, gate, etc.

## **BUILDING INSPECTOR CHECKLIST**

- Photographs of affected area.

### **Trim**

- Drawings to scale showing location on building, i.e., door, window, eave, etc. Full elevation affected must be shown.
- Dimensions of existing, if any, and proposed.
- Material proposed, provide sample if not matching existing material.
- Detail drawings to scale of profiles (cross-section) and samples if shape is not rectangular.
- Photographs of affected area.

### **Chimneys**

- Drawings to scale showing location on building, full elevation affected must be shown.
- Material proposed, provide sample.
- Detail of chimney configuration if not rectangular.
- Photographs of affected area.

### **Signs**

- Drawing to scale of affected elevation including sign in proposed location. Include linear measurement of affected elevation.
- Separate detail scale drawing of sign, including dimensions.
- Material, color, and lighting for work under consideration.
- Full elevation photograph of affected elevation.

### **Awnings**

- Drawing to scale of affected elevation including awning(s) in proposed location(s). Include dimensions of awning and height from adjacent grade.
- Material and style including lettering, if any proposed.
- Full elevation photograph of affected elevation.

### **Exterior Lighting**

- Drawing to scale of affected elevation showing existing, if any, and proposed lighting.
- Manufacturer's cut sheet (illustrations) of proposed fixture(s).

### **Shutters**

- Drawings to scale of affected elevation showing existing, if any, and proposed shutters.
- Samples of proposed shutters.

### **Relocation, new construction, or addition**

- Instrument survey map showing location of work under consideration.
- Drawings to scale of all proposed work. Include existing building(s) on the site. Indicate all materials proposed and their locations, sizes and styles of windows and doors; indicate new or existing.
- Photographs of all affected elevations.
- Lighting and signage for commercial buildings.

Building Inspector Initials: \_\_\_\_\_

Date: \_\_\_\_\_



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](mailto: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: (\$50.00)

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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VILLAGE OF PITTSFORD  
HISTORIC PRESERVATION BOARD  
APPLICATION FOR CERTIFICATE OF APPROVAL

**SIGNS (1 of 2)**

For complete information regarding Village sign regulations, refer to Chapter 168 “Signs” of the Village Code. Please check with the Code Enforcement Officer (CEO) regarding the applicable code requirements before planning your sign size and location. Note: the HPB may reduce the size and number of signs to below that permitted by the Zoning Code.

The following information has been excerpted from the Village of Pittsford Building Design Standards pgs. 102 – 104:

“Signs in the Village’s business district should be sized to the pedestrian, not to the automobile, and should convey only the essential message, and not display excessive advertising. Essential messages include the name of a business and a brief descriptor, such as “Realty,” “Accountant,” “Men’s Clothing.” Information such as hours of operation or types of merchandise is best displayed in less prominent locations, such as on a storefront window.”

**How large can my sign be?**

- Painted or applied signs on glass shall occupy no more than 20 percent of any storefront window
- One square foot sign is allowed for each lineal foot of frontage, up to a maximum of 30 square feet.

The following types of signs are **not** permitted according to Village code:

- Internally illuminated signs
- Signs projecting above eaves, cornice, or rooflines
- Flashing, intermittently lighted, or moving signs
- Sign lighting which creates glare for pedestrians or drivers
- Neon signs
- Back-lighted opaque letter signs
- Projecting or freestanding signs (in most locations)

VILLAGE OF PITTSFORD  
 HISTORIC PRESERVATION BOARD  
 APPLICATION FOR CERTIFICATE OF APPROVAL

**SIGNS (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:**

**Sign dimensions (in Sq. Ft.):** \_\_\_\_\_

**Linear measurement of impacted elevation where sign(s) will be placed.**

Affected elevation dimensions (in Sq. Ft.): \_\_\_\_\_

**Colors, and materials of sign including method by which sign will be mounted**

Colors: \_\_\_\_\_ Materials: \_\_\_\_\_

Mounting Method: \_\_\_\_\_

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

- 1. Provide photographs of the existing building showing placement of sign and full elevation. Note: Always include view from the Street.**
- 2. Detailed drawing or blueprint, to scale, of the sign drawn to scale, including dimensions of sign and dimensions of building.**

| FOR OFFICE USE ONLY  |  |                         |   |
|--|--|-------------------------|---|
| Type of Structure being Altered/Added:<br>_____  | <i>(If unchecked, not applicable)</i>    |                         |   |
| Architectural Style:<br>_____  | Conforms to Zoning:<br>Y / N             | SEQR Required:<br>Y / N | Variance Required:<br>Y / N                 |
| Year Built: _____  | Pre-existing nonconforming use:<br>Y / N | Date SEQR Completed:    | Variance Granted:<br>Y / N<br>If Yes, Date: |
| <p style="text-align: center;"><b>Application Approval:</b>    <input type="checkbox"/> <b>Granted</b>    <input type="checkbox"/> <b>Granted with Conditions*</b>    <input type="checkbox"/> <b>Denied</b></p> |  |                         |   |
| <p style="text-align: center;"><b>County Approval:</b> Y / N                      Decisions Filed in the Office of the Village Clerk on: _____</p>   |  |                         |   |
| Chairperson’s Signature:<br>_____  | Date: _____                              |                         |   |
| Building Inspector Signature:<br>_____   | Date: _____                              |                         |   |
| *Attach conditions of approval   | Certificate Number: _____                |                         |   |

VILLAGE OF PITTSFORD  
HISTORIC PRESERVATION BOARD  
APPLICATION FOR CERTIFICATE OF APPROVAL

**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.

VILLAGE OF PITTSFORD  
HISTORIC PRESERVATION BOARD  
APPLICATION FOR CERTIFICATE OF APPROVAL

**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**

**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:<br>_____  | <i>(If unchecked, not applicable)</i>    |                         |   |
| Architectural Style:<br>_____  | Conforms to Zoning:<br>Y / N             | SEQR Required:<br>Y / N | Variance Required:<br>Y / N                 |
| Year Built: _____  | Pre-existing nonconforming use:<br>Y / N | Date SEQR Completed:    | Variance Granted:<br>Y / N<br>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: _____                |                         |   |

VILLAGE OF PITTSFORD  
HISTORIC PRESERVATION BOARD  
APPLICATION FOR CERTIFICATE OF APPROVAL

**AWNINGS (1 of 2)**

The following information has been excerpted from the Village of Pittsford Building Design Standards pgs. 107-108:

“Installation of awning(s) requires a permit. The color, size, and type of fabric are subject to approval by the HPB. Awnings are appropriate over entrances, storefronts, large first-floor windows, and upper-floor windows. Awnings may be retractable or fixed. Fixed awnings must be structurally capable of withstanding both high winds and winter snow loads. The exclusive use of roll-type, sloped awnings was typical from the mid nineteenth-century until 1970. Fixed, rounded awnings did not become popular until the late 1970s. They are historically inappropriate. Use of rigid-frame, rounded entrance canopies are permitted only where it is deemed architecturally compatible with the building to which it is attached.

**Recommendations and Requirements for Awning Installation:**

- Awnings should be made of low-sheen fabrics with a traditional appearance, such as canvas or acrylic. Common traditional colors include black, dark green, navy, and maroon. Vertical stripes may be an appropriate option.
- Any awning situated over a public walkway or drive in the Village must be a retractable, roll-type fabric awning.
- Placement should be in a traditional position and should not conceal significant architectural features.
- When an appropriate location on the building is not available, sign lettering is permitted on the lower front flat of the awning. All lettering and graphics count towards a building’s allowed signage under the Zoning Code. Lettering on other surfaces of an awning is prohibited.
- The shape of the awning should fit the opening behind it. The flap or valence is typically no wider than 12”.
- On both fully extended roll-up awnings and fixed awnings, the lower flap of the awning shall be at least 7’-6” above the sidewalk.
- Awnings on a house should be placed in a logical pattern, such as on all windows on a façade or only the windows on the first floor.

**Avoid the following:**

- The use of rigid reflective, and translucent materials is prohibited.
- Wood, metal, and internally illuminated translucent awnings are prohibited.
- Be aware that awnings can conflict with shutters.
- Typically, awnings should not span across multiple openings.
- The use of fixed, rounded awnings on historic buildings is prohibited.



VILLAGE OF PITTSFORD  
 HISTORIC PRESERVATION BOARD  
 APPLICATION FOR CERTIFICATE OF APPROVAL

**AWNINGS (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:**

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. Provide photographs of the existing building, showing awning location. Note: Always include view from the Street.**
- 2. Drawing to scale of the awning, including size, width, and height from grade.**

| FOR OFFICE USE ONLY  |  |                         |   |
|--|--|-------------------------|---|
| Type of Structure being Altered/Added:<br>_____  | <i>(If unchecked, not applicable)</i>    |                         |   |
| Architectural Style:<br>_____  | Conforms to Zoning:<br>Y / N             | SEQR Required:<br>Y / N | Variance Required:<br>Y / N                 |
| Year Built: _____  | Pre-existing nonconforming use:<br>Y / N | Date SEQR Completed:    | Variance Granted:<br>Y / N<br>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: _____                |                         |   |

VILLAGE OF PITTSFORD  
HISTORIC PRESERVATION BOARD  
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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.

VILLAGE OF PITTSFORD  
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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:**

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.**

| <b>FOR OFFICE USE ONLY</b>   |   |                         |   |
|--|---|-------------------------|---|
| Type of Structure being Altered/Added:<br>_____  | <i>(If unchecked, not applicable)</i>       |                         |   |
| Architectural Style:<br>_____  | Conforms to Zoning:<br>Y / N                | SEQR Required:<br>Y / N | Variance Required:<br>Y / N                 |
| Year Built: _____  | Pre-existing<br>nonconforming use:<br>Y / N | Date SEQR<br>Completed: | Variance Granted:<br>Y / N<br>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:<br>_____  | Date: _____                                 |                         |   |
| Building Inspector Signature:<br>_____   | Date: _____                                 |                         |   |
| *Attach conditions of approval   | Certificate Number: _____                   |                         |   |

VILLAGE OF PITTSFORD  
HISTORIC PRESERVATION BOARD  
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**SIDING (1 of 2)**

The following information has been excerpted from the Village of Pittsford Building Design Standards pgs. 59-60:

“Many older vernacular homes in the Village are wood frame construction with wood clapboard siding. Some larger homes and many commercial structures in the Village are traditional brick masonry construction. There are some examples of other styles of exterior wall finishes (siding), such as cobblestone, board-and-batten wood siding, cedar shingle, natural stone, stucco, and rusticated cement block. Original exterior wall finishes are another very important indicator of a home’s age and architectural style. Property owners should protect, repair, and maintain original siding and exterior wall surfaces...”

**Recommendations and Requirements for siding installation:**

- “in-kind” replacement is always preferred.
- Alternative materials may be appropriate if the HPB determines they look like the original material.
- An alternative material that has been accepted by the HPB as a replacement for wood clapboard siding is fiber cement board. It is available in the same configurations as wood siding.
- The removal of artificial siding is almost always considered a positive step in a building’s restoration or rehabilitation.

**What to Avoid:**

- Applying non-historic surface coverings over wood siding.
- Aluminum and vinyl siding. Vinyl and metal siding may not necessarily be energy efficient or maintenance free.
- Matching repairs and additions to vinyl siding can be problematic over time, due to color fading and style changes.
- Vinyl siding, when placed over wood siding, can seal in moisture, and speed the disintegration of original wood siding.
- Replacing clapboard siding with shingle siding (or vice versa) or replacing siding of a different reveal should not be done unless these measures can be historically justified.
- Altering or removing distinctive shingle patterns or altering the width or reveal of historic shingle siding without historical evidence for doing such.
- Replacing wood elements unless they are beyond repair.
- Installing rigid foam insulation under siding. When this is done, the face of the siding extends beyond the original trim boards and erases important shadow line details.

VILLAGE OF PITTSFORD  
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**SIDING (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:**

Existing:    Smooth:    Textured:                      Proposed:    Smooth:    Textured:  
 Existing Materials: \_\_\_\_\_                      Proposed Materials: \_\_\_\_\_

**Reveal of siding:**

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

Example of how trim will be treated: \_\_\_\_\_

**Photographs of the building (always include view from the street).**

| <b>FOR OFFICE USE ONLY</b>   |  |                         |   |
|--|--|-------------------------|---|
| Type of Structure being Altered/Added:<br>_____  | <i>(If unchecked, not applicable)</i>    |                         |   |
| Architectural Style:<br>_____  | Conforms to Zoning:<br>Y / N             | SEQR Required:<br>Y / N | Variance Required:<br>Y / N                 |
| Year Built: _____  | Pre-existing nonconforming use:<br>Y / N | Date SEQR Completed:    | Variance Granted:<br>Y / N<br>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:<br>_____  | Date: _____                              |                         |   |
| Building Inspector Signature:<br>_____   | Date: _____                              |                         |   |
| *Attach conditions of approval   | Certificate Number: _____                |                         |   |

VILLAGE OF PITTSFORD  
HISTORIC PRESERVATION BOARD  
APPLICATION FOR CERTIFICATE OF APPROVAL

**PORCHES AND DECKS (1 of 2)**

The following information has been excerpted from the Village of Pittsford Building Design Standards pgs. 65-69:

**“Historic Porches** – Porches are unique to American architecture and found throughout our village. Most historic porches incorporate refined proportions, craftsmanship and precise carpentry work. Porches enhance the visual character of the house and the neighborhood. The porch is often the most distinctively detailed part of a house...

**Decks** – Pressure-treated wood decks became popular in the 1970s. They are not common features of historic buildings and are rarely appropriate in a preservation district. Traditional buildings had porches, with a roof, railing, columns and materials that visually tied it to the building. Conversely, a typical deck lacks these features and usually appears incongruous on an older building. Because a deck is uncovered and unprotected from the weather, it is usually built of pressure-treated lumber, a material that is usually thicker, wider and of poorer quality than traditional wood components, and is usually left unpainted. The few available stock railings and spindles are almost always inappropriate to a traditional building. Decks that are not visible from the street are usually approved.”

**What to Avoid:**

- Introducing a new porch or porch elements that are incompatible in size, scale, material, and color; examples include new metal columns or wrought-iron posts, over-scaled columns with elaborate capitals, and metal or plastic balustrades.
- Enclosing (partially or wholly) porches, porte-cocheres, and balconies.
- Enlarging a one-story porch to make it two or more stories or separating a two-story porch to make it smaller.
- Removing a porch that is not repairable and not replacing it or replacing it with a new porch that does not convey the same visual appearance.
- Covering a porch with a non-historic material, such as metal or vinyl siding, or “winterizing” a screened porch by temporarily attaching plastic sheeting.
- Creating a false historical appearance by not basing changes on historical research, including photographic evidence.
- Stripping porches of all or some of their character-defining elements, including balusters, posts, columns, steps, brackets, and roof decorations.
- Replacing an entire porch, unless it is too deteriorated to repair, or building a new porch if it is not architecturally appropriate. The new porch should match the original as closely as possible in materials, size and detail.
- Using indoor-outdoor carpeting or rugs to weatherproof a porch floor. This keeps the underlying wood wet and promotes rot.
- Replacing simpler turned or chamfered posts with more elaborate columns, when not based on historically accurate research pertaining to the building.

VILLAGE OF PITTSFORD  
 HISTORIC PRESERVATION BOARD  
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**PORCHES AND DECKS (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:**

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

Existing Materials: \_\_\_\_\_ Proposed Materials: \_\_\_\_\_

\_\_\_\_\_

**Please provide the following:**

- 1. Drawings to scale and affected elevations.**
- 2. Enlarged photographs with detail or railings, posts, or columns, decking and skirt.**

| <b>FOR OFFICE USE ONLY</b>   |   |                               |   |
|--|---|-------------------------------|---|
|  | <i>(If unchecked, not applicable)</i>               |                               |   |
| Type of Structure being Altered/Added:<br>_____  | Conforms to Zoning:<br>Y / N                        | SEQR Required:<br>Y / N       | Variance Required:<br>Y / N                       |
| Architectural Style:<br>_____  | Site Plan Approval:<br>Y / N<br>If Yes, Date: _____ | Date SEQR Completed:<br>_____ | Variance Granted:<br>Y / N<br>If Yes, Date: _____ |
| Year Built: _____  | Pre-existing nonconforming use:<br>Y / N            |                               |   |
| <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: _____                           |                               |   |

VILLAGE OF PITTSFORD  
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APPLICATION FOR CERTIFICATE OF APPROVAL

**ROOFING (1 of 2)**

The following information has been excerpted from the Village of Pittsford Building Design Standards pgs. 69-74:

**“Alternative Roofing Materials for Historic Roofs** – Applicants should consult the architectural style section in **Village of Pittsford Building Design Standards** to determine if your property’s roof is characteristic of an identified period and style and is a contributing element to your property’s design.

HPB approval is not required when an existing material is to be replaced with a matching material. If the material is not an exact match, a certificate of appropriateness will be required. The question of what constitutes a “match” is raised often with roofing. Several roofing products on the market today appear to match historic materials, but appearance may not be enough to qualify for a match. Before replacing a roof with a different material, it is best to check with the Building Department at 586-4332”

In general, four circumstances warrant the consideration of substitute materials:

1. The unavailability of historic materials.
2. The unavailability of skilled craftsman.
3. Inherent flaws in the original materials.
4. (Building) Code required changes.

**What to Avoid:**

- Radically changing, damaging, or destroying roofs that are important in defining the overall historic character of the building, which would diminish the character of the building.
- Removing a major portion of the roof or roofing material that is repairable and reconstructing it with new material with the idea of creating a uniform or “improved” appearance.
- Changing the essential character of a roof by adding inappropriate features (dormers, vents, skylights, air conditioners, solar panels), which are visible from the public right-of-way.
- Stripping the roof of sound historic materials (i.e., clay, shingle, metal, or slate) and substituting a cheaper material, such as asphalt shingle. Asphalt shingles may be an acceptable substitute for wood shingles only if they are of a rectangular design and have a uniform tone of black, dark green, or dark gray.
- Replacing an entire roof feature, such as a dormer, cupola, or belvedere, when repair and limited replacement would be feasible.
- Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof.
- Altering the existing roof pitch or introducing a new roof pitch that is not appropriate. Roof pitches on additions should be lower than the roof pitch on the existing structure.
- Traditional gutters have a rounded diameter. Rectangular gutters should be avoided as the shape is contemporary.



VILLAGE OF PITTSFORD  
 HISTORIC PRESERVATION BOARD  
 APPLICATION FOR CERTIFICATE OF APPROVAL

**ROOFING (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:**

Existing Roofing Type: \_\_\_\_\_ Proposed Roofing Type: \_\_\_\_\_

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

Existing Color: \_\_\_\_\_ Proposed Color: \_\_\_\_\_

Existing Materials: \_\_\_\_\_ Proposed Materials: \_\_\_\_\_

**Please submit the following items:**

- Samples of materials, if possible.
- Full elevation photographs, indicating affected roofs (including view from the street)

**Gutters/Down Spouts:**

Existing Type: \_\_\_\_\_ Proposed Type: \_\_\_\_\_

Existing Size: \_\_\_\_\_ Proposed Size: \_\_\_\_\_

Existing Color: \_\_\_\_\_ Proposed Color: \_\_\_\_\_

**FOR OFFICE USE ONLY**

|   |  |                         |   |
|---|--|-------------------------|---|
| Type of Structure being Altered/Added:<br>_____ | <i>(If unchecked, not applicable)</i>    |                         |   |
| Architectural Style:<br>_____                   | Conforms to Zoning:<br>Y / N             | SEQR Required:<br>Y / N | Variance Required:<br>Y / N                 |
| Year Built: _____                               | Pre-existing nonconforming use:<br>Y / N | Date SEQR Completed:    | Variance Granted:<br>Y / N<br>If Yes, Date: |

**Application Approval:**     **Granted**     **Granted with Conditions\***     **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: \_\_\_\_\_

VILLAGE OF PITTSFORD  
HISTORIC PRESERVATION BOARD  
APPLICATION FOR CERTIFICATE OF APPROVAL

**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.”

VILLAGE OF PITTSFORD  
 HISTORIC PRESERVATION BOARD  
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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:**

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:<br>_____  | <i>(If unchecked, not applicable)</i>    |                           |   |
| Architectural Style:<br>_____  | Conforms to Zoning:<br>Y / N             | SEQR Required:<br>Y / N   | Variance Required:<br>Y / N                 |
| Year Built: _____  | Pre-existing nonconforming use:<br>Y / N | Date SEQR Completed:      | Variance Granted:<br>Y / N<br>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: _____ |   |

VILLAGE OF PITTSFORD  
HISTORIC PRESERVATION BOARD  
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**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  
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**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.**

|   |                                   |                        |                        |
|---|-----------------------------------|------------------------|------------------------|
| <b>Doors:</b>                                     | <input type="checkbox"/> Existing | Existing Dimensions:   | Proposed Dimensions:   |
|   | <input type="checkbox"/> New      | _____                  | _____                  |
| <input type="checkbox"/> "In-kind"<br>Replacement |                                   | Existing Door Style:   | Proposed Door Style:   |
|   |                                   | _____                  | _____                  |
| <b>Windows:</b>                                   | <input type="checkbox"/> Existing | Existing Dimensions:   | Proposed Dimensions:   |
|   | <input type="checkbox"/> New      | _____                  | _____                  |
| <input type="checkbox"/> "In-kind"<br>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)**

| <b>FOR OFFICE USE ONLY</b>   |   |                         |   |
|--|---|-------------------------|---|
|  | <i>(If unchecked, not applicable)</i>         |                         |   |
| Type of Structure being Altered/Added:<br>_____  | Conforms to Zoning:<br>Y / N                  | SEQR Required:<br>Y / N | Variance Required: Y / N                    |
| Architectural Style:<br>_____  | Site Plan Approval:<br>Y / N<br>If Yes, Date: | Date SEQR Completed:    | Variance Granted:<br>Y / N<br>If Yes, Date: |
| Year Built: _____  | Pre-existing nonconforming use:<br>Y / N      |                         |   |
| <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: _____                     |                         |   |