



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

VILLAGE OF SAG HARBOR
55 MAIN ST., PO BOX 660
SAG HARBOR, NY 11963
631-725-0222
FAX 631-725-0316

No. _____

Owner: _____

Date _____

Agent for Applicant: _____

Address: _____ Phone:(Home) _____ (Work) _____

Address of Affected Property: _____ Tax Map No. _____

Existing Use of Premises _____

Intended Use after issuance of C of A _____

Architect/Designer _____ Address & Tel. No. _____

Builder/Contractor _____ Address & Tel. No. _____

INSTRUCTIONS

Work may not be commenced and a building permit may not be issued affecting a landmark or a property located within the local Historic District without the issuance of a Certificate of Appropriateness. All applications must include a written Project Description. Provide enough detail to allow the Board of Historic Preservation and Architectural Review to make an informed decision. Applications lacking sufficient detail concerning materials and design will be considered incomplete and returned to the applicant. Applications should include the following information if applicable. Please type or print.

- a. A site plan drawn to scale with dimensions, orientation, and location of buildings, structures or landscape features and showing their relationship to buildings, structures or landscape features of surrounding properties.
- b. Plans, elevations, or diagrams drawn to scale of proposed alterations, additions, or new construction and showing areas of existing building or property affected. All existing and proposed materials and finishes should be identified on drawings and keyed to samples or descriptions. Sections and details of doors, windows, etc. may be required.
- c. Photographs covering the four sides of the property and additional coverage of the affected area.
- d. Written specifications, samples, or other description of existing and proposed materials or finishes. Manufactured objects should be identified by manufacturer, catalog number and description.
- e. For new construction a perspective drawing may be required showing the proposed building or structure in context with surrounding properties.
- f. A landscaping plan of the property may be requested.
- g. If proposal includes a sign, provide a scale drawing of sign showing content of sign and relationship to building or premises, type or method of illumination (if any), method of attachment to building, samples of colors and all materials used, and type and style of lettering.

PROJECT DESCRIPTION: (Provide a general description of the proposed work. Use additional sheets if necessary.)

**THIS FORM MUST BE PRINTED ON LEGAL SIZE PAPER
APPLICATIONS PRINTED ON LETTER SIZE WILL BE REFUSED**

AFFIDAVIT

STATE OF NEW YORK) ss:
COUNTY OF SUFFOLK)

_____ being duly sworn, deposes and says: That (s)he (or applicant's agent) resides at _____ and is the owner (or agent for the owner) of the premises described and that the applicant (or agent for the applicant) herein has been authorized to make this application: that (s)he has read the above application and reviewed the attached photographs, drawings, samples and descriptions and that to the best of his/her knowledge and belief said information is a true and correct representation of the work proposed.

Sworn to before me this _____ day of _____ 20_____

NOTARY PUBLIC

APPLICANT OR AGENT FOR APPLICANT

FOR OFFICE USE ONLY

The Board of Historic Preservation and Architectural Review met on _____ and following the review of this application as submitted did (approve, disapprove, approve with conditions indicated below) that the project as specified (is, is not) congruous with the Village of Sag Harbor's Historic Preservation Ordinance Article XV of Chapter 55.

Conditions: _____

Signed Chair or Vice Chair _____ Date _____