

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

VILLAGE OF SAG HARBOR
55 MAIN ST., P.O. BOX 660
SAG HARBOR, NEW YORK 11963
PHONE: 631.725.0222
FAX: 631.725.0316

Date Received: _____
Fee Paid: _____

Property Location: _____ Tax Map Number _____ - _____ - _____ - _____
Legal Street Address and Number District Section Block Lot

Property Owner: _____
Mailing Address: _____
Phone: _____

Applicant: _____
Mailing Address: _____
Phone: _____

Applicant is: Owner Lessee Architect Builder Other: _____

If owner or applicant is a corporation or LLC, Furnish names of managing officers or members
Corporate/LLC Property Owner Name Corporate/LLC Applicant Name
Name: _____ Name: _____
Address: _____ Address: _____

INSTRUCTIONS

A building permit for exterior work shall not be issued until a Certificate of Appropriateness is issued by the Board of Historical Preservation and Architectural Review ("BHPAR"). All applications must include a written project description that provides an adequate amount of detail to allow the BHPAR to make an informed decision. Applications which lack sufficient detail concerning materials and design will be considered incomplete and returned to the Applicant. **Applications for a Certificate of Appropriateness for demolition or removal affecting a landmark or contributing building within the Historic District or for buildings which contain 3,000 square feet or more shall be subject to a mandatory public hearing.**

Applications should include the following information, where 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 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.)

Type of proposed work: Please check all that apply.

SITE WORK

- Fence or Wall
- Driveway, walk, patio other pavement
- Major excavation or regrading, berm
- Swimming pool, Tennis court
- Other landscape element _____

BUILDINGS

- New Construction
- Addition
- Demolition
- Removal

SIGNS

- New sign
- Alteration of existing sign

LANDSCAPE PLANTING

- Hedge along street boundary
- Planting intended to screen
- Other landscaping

BUILDING ALTERATIONS

- Wall materials
- Roof
- Chimneys
- Foundation material
- Doorways
(including storm/screen)
- Windows
(including storm/screen)
- Porches and steps
- Trim
- Gutters and leaders
- Paint and stain
- Other _____

LIST ALL EXHIBITS SUBMITTED WITH THIS APPLICATION:

CERTIFICATION

_____ states as follows:

(Applicant's name)

1. I am interested in an application for a Certificate of Appropriateness now pending before the Sag Harbor Board of Historic Preservation and Architectural Review.
2. I resided at _____
3. The nature of my interest is the aforesaid application is as follows: _____

4. If applicant or owner is a corporation, list officers:
 President: _____ Vice-President _____
 Secretary: _____ Treasurer: _____
5. Do any of the following individuals have an interest as defined below, in the owner or applicant:
 A. Any New York State Officer, or
 B. Any officer or employee of Sag Harbor.

For the purpose of this disclosure, an officer or employee shall be deemed to have an interest in the owner or applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them

- a. is the applicant or owner, or
- b. is an officer, director, partner, or employee of the applicant or owner, or
- c. legally or beneficially owns or controls stock of a corporate applicant or owner, or

d. is a party to an agreement with such an applicant or owner, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered dependent or contingent upon the favorable approval of such application.

A person who knowingly and intentionally fails to make such disclosure shall be guilty of misdemeanor as provided in General Municipal Law, Section 809.

_____ Yes _____ NO
If "Yes", state the resident and nature and extent of the interest of such individual.

(Name) (Residence)

(Extent of Interest)

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, disapproved, 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 XIII of Chapter 300.

Conditions: _____

Signed Chair or Vice Chair _____ Date _____

Dated: 9/12/16

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