

**VILLAGE OF PITTSFORD
ARCHITECTURAL & PRESERVATION REVIEW BOARD
APPLICATION FOR A CERTIFICATE OF APPROVAL**

****All Applications Must Be Complete And Legible For Acceptance
Including All Required To Scale Drawing, Photos, And Other Supporting Documents.****

Today's Date: _____

Received Date: _____

Address of Proposed Work: _____

Owner Name: _____

Address: _____

Day Phone _____ Evening Phone _____

Applicant Name: _____

Address: _____

Day Phone _____ Evening Phone _____

Fax No _____ E-mail Address _____

Agent/Contractor: _____

Agent/Contractor Address: _____

Agent/Contractor Phone: _____ Fax: _____

TYPE OF STRUCTURE:

___ Residential ___ Commercial ___ Garage/Outbuildings ___ Fence ___ Sign

TYPE OF WORK PROPOSED:

___ Restoration ___ New Construction ___ Addition/Alteration ___ Repair ___ Demolition/Removal
___ Lighting ___ Awnings ___ Signs ___ Fence ___ Window/Door Replacement ___ Siding

AREA TO BE AFFECTED:

___ Siding ___ Windows ___ Doors ___ Chimney ___ Porch/Railings ___ Sign ___ Other

SUPPORTING DOCUMENTATION:

___ Project Description ___ Photos ___ Drawings ___ Size/Style ___ Materials list ___ Colors Used
___ Tape location map ___ Instrument survey map ___ Year of original construction ___ Year of addition

VILLAGE OFFICE USE:

___ Plan conforms to zoning ___ Pre-existing Nonconforming Use ___ Variance required ___ Variance granted
___ SEQR required ___ National Register District

Building Inspector signature: _____ Date: _____

PLEASE DESCRIBE PROJECT IN DETAIL:

***** PLEASE NOTE THE FOLLOWING*****

1. This application can not be processed for APRB review unless all of the required items set forth on the requirements form are submitted to the Village Office by the deadline date (see attached schedule).
2. All zoning requirements, including variances, must be met prior to APRB approval.
3. All required State Environmental Quality Review Act (SEQR) forms must be attached.
4. Decisions are based on the Secretary of the Interior Standards for Historic Rehabilitation and the Village of Pittsford Code Article XIV, Section 210-57 – 210-65.
5. The applicant or his agent must appear at the scheduled meeting when the completed application will be reviewed by the APRB. An agenda with an approximate time for review will be sent to all parties prior to the meeting. A letter stating the APRB decision will follow the meeting.
6. Work on projects shall not be started unless the applicant has received APRB approval and all the necessary permits have been obtained from the Building Inspector. To obtain the necessary permits, please contact the Building Inspector at 586-4332.
7. Changes to the approved plan can not be made without additional APRB review. A written request for a change in application including the revised proposed plans must be received by the deadline date.
8. Approvals are valid for one (1) year from the date of APRB approval.

Owner Signature: _____ Date: _____
 Applicant Signature: _____ Date: _____
 Agent/Contractor Signature: _____ Date: _____

NOTE: If any additional information is required by the Board, during the meeting, it is the responsibility of the applicant to provide such information, prior to the deadline of the subsequent meeting or it will not be heard.

FOR ARCHITECTURAL & PRESERVATION REVIEW BOARD USE:

Decisions are noted by date reviewed:
 Approved: _____ Approved with Conditions: _____
 Left Open: _____ Tabled: _____ Denied: _____

Chairperson's Signature: _____ Certificate No. _____

Village of Pittsford
21 North Main Street Pittsford, NY 14534