



City of White Plains Historic Preservation Commission

CERTIFICATE OF APPROPRIATENESS APPLICATION

Instructions:

This form is used by a property owner (or their representative) for making an application for a Certificate of Appropriateness under the City of White Plains Historic Preservation Law. Please fill out this application completely. If an item does not apply to the property, please enter "N/A" for "not applicable" rather than leave the item blank. If additional space is needed, please use clearly marked continuation sheets.

Applicants may attach any other information that they believe the Commission may reasonably find necessary to consider this application.

For additional information refer to Appendix 1 and 2

Upon completion, please mail this application and all supporting documentation to:

White Plains Historic Preservation Commission

c/o Building Department

70 Church Street

White Plains, NY 10601

TEL (914) 422-1269

FAX (914) 422-1471

Documentation must be received no later than two (2) weeks prior to the regularly scheduled meeting which is typically held on the second Wednesday of the month

OWNER INFORMATION

Owner Name: _____

Corporation Name
(if applicable): _____

Mailing Address: _____

Telephone: _____

Email: _____

APPLICANT INFORMATION
(If applicant is different than the owner)

Applicant Name: _____

Applicant's Relationship
to owner _____

Mailing Address: _____

Telephone: _____

Email: _____

PROPERTY INFORMATION

Property Address: _____

Tax Map ID No.: _____

Zoning Classification: _____

Historic District Name
(if applicable): _____

Present Use
of Property: _____

Proposed Use
of Property _____

**OWNER CONSENT
(If owner is not the applicant)**

OWNER'S CONSENT (IF APPLICABLE)

_____ (“Owner”) certifies that it is the owner of the property located at _____ (“Subject Property”) and expressly consents to the use of the Subject Property as described in this application and to all conditions that may be agreed to as a part of the approval of this application, which may be imposed by the decision making board.

Owner hereby authorizes _____ as agent, to file this application and represent Owner at any and all meetings and hearings required for the approval of this application.

Owner's Signature: _____ Date: _____

Name/Title of Signatory: _____

STATE OF
COUNTY OF)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by _____ who is personally known to me or who produced a _____ as identification. He/She did not take an oath.

(NOTARY SEAL)

(Signature of Notary Public)

(Name of Notary)

PROJECT INFORMATION

Type of Certificate of Appropriateness desired:

_____ Administrative _____ Commission

Scope of Work:

Demolition___ New Construction ___ Addition___ Exterior Alteration ___
Replacement in kind___ Replacement with new___ Repair___ Painting___ Other___

Description of Work:

APPLICATION CHECKLIST

The following material needs to be submitted along with this application. Some of the items may not be required for an Administrative Certificate.

- a) Ten (10) sets of drawings (minimum 11"x17"): _____
(Plans shall be to scale when needed and all elements shall be properly Identified. Provide elevations of the area where work is proposed)

- b) Ten (10) sets of photographs (printed on 8-1/2"x11" paper) _____ -
(Photographs shall be taken of all sides of the structure and the site)

- c) A survey of the property (if requested) _____

- d) Samples of proposed materials, equipment, color, finish, etc: _____

A Building Permit maybe required dependent upon the scope of work. Please consult with the Department of Building prior to submitting your application

OFFICE USE ONLY

HPC Project No. _____

Submittal Date: _____

Approval Date: _____

Denial Date: _____

:

Appendix 1:

City of White Plains Historic Preservation Law

Sec. 9-6-6. - Administrative Certificate of Appropriateness for alteration, demolition, or new construction Affecting Landmarks or Historic Districts.

Certain minor exterior alterations, restorations and material changes that do not have a substantial adverse impact on the historic character of the landmark or district, and which conform to the Secretary of the Interior's Standards for Historic Preservation, may be approved on behalf of the commission and issued an administrative certificate of appropriateness. Such approval shall be made by staff in consultation with the chair of the commission. However, no work authorized by an administrative certificate of appropriateness shall be commenced until the applicant obtains all required approvals from other city boards or commissions.

- (a) *Limitations.* Activities which may be eligible for an administrative certificate of appropriateness are limited to the following:
- (1) Painting of exterior wooden or metal materials and previously painted masonry materials with colors that are pre-approved from time to time by the commission;
 - (2) Replacement of existing roofing materials with roofing materials original to the structure as supported by documentation;
 - (3) Building system components or elements (such as, but not limited to, components or elements associated with, HVAC, electrical, plumbing, fire protection and tele/data/video systems) that have to penetrate the building exterior to serve equipment within the building provided that the penetrations are minor in nature and do not occur at the front facade;
 - (4) Installation of new building systems (such as air conditioning units, generators, etc) when restricted to areas not visible from the public right of way and installed as to be reversible without resulting in damage to the historic structure;
 - (5) Replacement of existing building systems (such as air conditioning units, generators, etc) provided that the replacement does not exceed the existing system in size by more than ten (10) percent and is not visible from the public right-of-way; or
 - (6) Awnings. Installation of new awning fabric, without signage, to be canvas or treated fabric on an existing awning frame.
- (b) *Approval.* Approval of an administrative certificate of appropriateness may be granted for a proposed project which city staff determines conforms to the

activities listed above. An administrative certificate of appropriateness shall be valid for eighteen (18) months from the date it is issued.

- (c) *Denial and referral.* If city staff determine that a proposed project does not conform to the activities listed above, the application shall be forwarded to the commission for full review at the next available meeting.
- (d) *Extension.* A one-time extension of an administrative certificate of appropriateness may be granted by staff for an additional period of up to an additional eighteen (18) months, provided the parameters of the project have not changed from those approved in the original administrative certificate of appropriateness and such certificate has not lapsed.

(L.L. No. 1, § 1, 5-4-15)

Appendix 2:

Sec. 9-6-7. - Certificate of Appropriateness for alteration, demolition, or new construction affecting landmarks or historic districts.

- (a) *Permit required.* No building permit shall be issued for proposed work classified as a non-exempt action as defined in [section 9-6-5](#) until a certificate of appropriateness has first been issued by the historic preservation commission. The certificate of appropriateness shall be a prerequisite to obtaining any building permit that may be required by any other ordinance or code of the city. Furthermore, no work authorized by a certificate of appropriateness shall be commenced until the applicant obtains all required approval from other city boards or commissions.
- (b) *Application.* Prior to the commencement of any work requiring a certificate of appropriateness, the owner shall file a complete application for such a certificate with the department of building. The application shall contain:
 - (1) Name, corporation, mailing address, email address, and telephone number of applicant;
 - (2) Location and photographs of the subject property and all properties within five hundred (500) feet of its property line;
 - (3) Drawings of proposed changes, such as but not limited to elevation, perspective or scale drawings as appropriate;
 - (4) Samples of proposed color or material to be used;
 - (5) Where the proposal includes signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination, and a plan showing the sign's location on the property; and

- (6) Any other information which the commission may deem necessary in order to understand and visualize the proposed work.

(c) *Criteria.*

- (1) *Alteration or new construction.* The commission's determination shall be based on the following:

- a. Retention and minimal alteration of historic features; and
- b. Compatibility. Any alteration of existing properties or new construction shall be compatible with the historic character of the structure and/or the surrounding historic district.

In applying the principle of compatibility, the following criteria shall be employed:

- i. The stated purposes of this title;
- ii. The general design, character and appropriateness to the property of the proposed alteration or new construction with character being by form, proportion, structure, plan, style or material. General character refers to ideas of design and construction such as basic plan or form. Specific character refers to precise ways of combining particular kinds of materials;
- iii. The importance of historic, architectural or other features to the significance of the property;
- iv. Height in relation to the setting;
- iv. The scale of proposed alteration or new construction in relation to the property itself, surrounding properties, and the neighborhood;
- v. Texture, materials, and color and their relation to similar features of other properties in the neighborhood;
- vi. The position of the building or structure in relation to the street, public right-of-way and to other buildings and structures;
- vii. The relationship of the width of a building to the height of the front elevation;
- ix. Fenestration pattern and porches;
- x. Rhythm of spacing of buildings on streets: the relationship of a building to the open space between it and adjoining buildings;
- xi. Roof shape; and
- xii. Walls of enclosure. Continuity of appurtenances of a building or site, such as walls, wrought iron fences, evergreen landscape masses, and building facades.

(2) *Demolition or relocation.* A certificate of appropriateness for demolition or relocation shall only be approved if the commission determines that the applicant has established a hardship by documenting each of the following:

- a. The landmark is in a serious state of disrepair; which is not due to the waste or neglect of the property owner;
- b. The alleged hardship is not self-created (a hardship is self-created when the applicant acquires the property subject to the restrictions from which the applicant seeks relief), which factor alone shall not preclude the approval of a certificate of appropriateness;
- c. The landmark is incapable of earning a reasonable return as demonstrated by competent financial evidence;
- d. The landmark cannot be adapted for any other use, whether by the current owner or by a purchaser, that could earn a reasonable return;
- e. The alleged hardship is unique and does not apply to other landmarks; and
- f. Efforts to find a purchaser interested in acquiring the property have failed.

A permit for demolition shall only be granted in connection with the approval of a site plan for a replacement project excluding surface parking lots.

(d) *Decision making requirements.*

(1) *Public notice.* Upon application for a certificate of appropriateness, a public notice of the proposal shall be posted by the owner or owner's representative and located on the property readable from a public street for a minimum of ten (10) days prior to the public hearing. This notice must remain in place until a decision to approve or deny the certificate of appropriateness has been made. The notice shall specify the proposed work, the time and place of the public hearing, and to whom and by when any public comments are to be communicated.

(2) *Public hearing.* The commission shall hold a duly noticed public hearing prior to rendering a decision on any application for a certificate of appropriateness.

(3) *Determination.*

- a. The commission shall render a determination on the proposed certificate of appropriateness within sixty-two (62) days from the close of the public hearing.
- b. All determinations of the commission shall be in writing and shall state the reasons for approving, denying, or modifying any application.
- c. The determination shall be filed within five (5) business days with the city clerk, mailed to the applicant, and posted on the city's website.

(e) *Term.* Certificates of appropriateness shall be valid for eighteen (18) months after the issuance of the certificate. A one-time extension of a certificate of appropriateness may be granted by staff for an additional period of up to an

additional eighteen (18) months, provided the parameters of the project have not changed from those approved in the original certificate of appropriateness and the previous approval has not lapsed.