

**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: _____

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. _____