



TOWN OF CLIFTON PARK HISTORIC PRESERVATION COMMISSION
Application Packet for
CERTIFICATE OF APPROPRIATENESS (COA)

All owners of property located within the Historic District or possessing a Historic Preservation Easement, as per Chapter 208-78 of the Town Zoning Code, must obtain a COA in order to perform any of the following exterior work:

- Erection of new buildings or structures, signs, demolitions, reconstruction, alterations, reductions, enlargements, restorations, moving of building or structure, painting, awnings, siding, light fixtures, fences, steps, sidewalks, parking lots, doors, windows, chimneys, roofs, free standing or roof mounted solar panels.

An application must be submitted to the Historic Preservation Commission for review and approval. A COA is required whether or not a Building Permit is also necessary. Any work must also meet all Building and Zoning Code requirements.

Criteria for Review

The Historic Preservation Commission uses the following criteria in reviewing COA applications:

- Alter historic properties as little as possible.
- Make all alterations compatible with the surrounding historic character.
- Make new construction compatible with the surrounding area or district.

In applying the principle of compatibility, the following factors are considered:

- The general design, character and appropriateness to the property.
- The scale of the proposed alteration or new construction.
- Texture, materials and color in relation to other properties in the neighborhood.
- Visual compatibility with surrounding properties, including proportion of the property's front façade, proportion and arrangement of windows and other openings within the façade, roof shape and rhythm of spacing of properties on streets, including setback.
- Sign placement in public view for their compatibility with the area or district

In all cases, drawings (if applicable), samples, and photographs or digital images of the building and/or site in its current state should be submitted with the Application. These images must include all visible sides of the building and visible areas of the site where work is proposed, (See sheets 2 – 5). If applicable, application and drawings of proposed work must be submitted to Building Department in order to obtain a Building Permit.

If the applicant wishes to discuss the proposed exterior work prior to Application submittal, it may be discussed and reviewed at the meetings of the Historic Preservation Commission every third Thursday of the month, at 7:00 p.m. at the Grooms Tavern located on the corner of Sugar Hill and Grooms Roads. The Commission may offer suggestions, ideas or alternatives to the proposed work. Address your questions, comments or request a preliminary review of proposed work at preservehistory@cliftonpark.org. Please be advised that the review process may take up to 45 days and an additional 15 days if required by the Historic Preservation Commission.

Guidelines for Completing Your COA Application – By Project Type

- **New Construction, additions or renovations/repair to existing structures:**
 - Note that a Building Permit may be required
 - Submit types of materials used.
 - Submit samples of materials (actual samples or descriptive brochures from material suppliers).
 - Submit color charts, chips or swatches for colors to be used on all features.

- **Painting**
 - What will be painted?
 - What color(s) will be used (historic color palette preferred)

- **Add or replace windows and/or doors – Building Permit may be required**
 - Where will the doors and/or windows be located?
 - How many will be added or replaced?
 - What are the dimensions and materials of the existing doors and/or windows?
 - What are the dimensions and materials of the replacement doors and/or windows?
 - Include an illustration of the material(s) from the product brochure
 - Include images/drawings of the final outcome of the proposed project if applicable

- **Re-roof with new color or material – Building Permit may be required**
 - What is the existing roof material?
 - What is the new roofing material and its color?
 - Include a sample of the material or an illustration of the material(s) from the product brochure

- **Change exterior material or finish**
 - What is the current material or finish of the exterior?
 - What exterior material or finish will be used?
 - Include a sample of the material or an illustration of material(s) from the product brochure
 - What color(s) will be used from submitted color palette
 - Include images/drawings of the final outcome of the proposed project

- **Add a fence or wall**
 - What are the materials and design of the fence and/or wall (including gates, if applicable)?
 - What is the height of the fence or wall?
 - Where will the fence or wall be located on the property? Submit Plot Plan.
 - Include images/drawings of the final outcome of the proposed project

- **Remove a fence or wall**
 - Where is the fence or wall located on the property?
 - What are the materials and design of the fence and/or wall (including gates, if applicable)?
 - Include images/drawings of the final outcome of the proposed project

COA Application continued.

- **Add a sign or signs** – For Business Occupancies Only – Building Permit may be required
 - Where will the sign be constructed or located? Submit Plot Plan
 - Dimensions of the sign
 - Material(s) used
 - Types of lettering and images/designs on the sign
 - Where and how will it be secured – include images/drawings showing sign location
 - What height (measured from existing grade) and what clearance from the existing grade?
 - Colors – include an image or drawing of the proposed sign

- **Add an awning**
 - How many awnings will be added?
 - What are the dimensions of the awnings
 - What are the colors and material of the awnings?
 - Where will awning(s) be located on the building (over doorways, windows, storefront)?
 - What text/images or designs (if any) will be on the awnings?
 - Include images/drawings of the final outcome of the proposed project

- **Remove an awning**
 - How many awnings will be removed?
 - Where is/are awning(s) located?
 - Include images/drawings of the final outcome of the proposed work

- **Add exterior lighting** – An Electrical Inspection may be required
 - Where will the new lighting be located?
 - Which direction would the lighting face?
 - What are the style, color and dimensions of the lighting fixtures?
 - Include images/drawings of the final outcome of the proposed installation

- **Remove exterior lighting**
 - Where is the lighting fixture presently located?
 - Will the existing fixture be replaced with other?
 - Show final outcome of removed lighting

- **Add steps, porch, or railing** – Building Permit may be required
 - Show location of steps, porch, or railing to be added – Plot Plan may be required
 - What materials will be used?
 - Show design of steps, porch, or proposed railing
 - Will steps, porch, or railing be sealed, stained or painted?
 - If painted, stained, or sealed, show colors
 - Show final outcome of proposed project

- **Remove steps, porch, or railing**
 - Show existing location of steps, porch, or railing to be removed
 - Show final outcome of the proposed project

COA Application continued.

- **Construct handicap access or fire escape – Building Permit may be required**
 - Show location of handicap access or fire escape
 - What materials used
 - Show dimensions of proposed access or fire escape. – Plot Plan may be required
 - Show final outcome of the proposed project

- **Addition of driveway or parking lot – Zoning approval may be required**
 - Show proposed driveway or parking lot – Plot Plan may be required
 - How many vehicles will the new proposal accommodate?
 - Show location with respect to adjacent buildings and properties
 - Show any new barriers that driveway or parking lot may include
 - Show final outcome of the proposed project

- **Add walks – Zoning approval may be required**
 - Show location of proposed walks – Plot Plan may be required
 - Show materials used
 - Show final location of installed walks

- **Alter major landscaping or site grade**
 - What changes will be made to existing landscaping or site grade?
 - Include detailed images/drawings of the proposed design and elevation (including location of features and structures on the site) and a listing and images of items or feature that would be added or removed

- **Remove or plant trees**
 - Show location of trees to be removed or planted, including species and size

- **Erect new building – Building Permit may be required**
 - Where will the building be located on site – Plot Plan will be required
 - Detailed architectural construction drawings with sections, details and elevations will be required
 - Show materials and colors to be used in construction
 - Submit images/drawings of the final outcome of the proposed project

- **Restore/rehabilitate existing building or outbuildings or add to an existing building**
 - Building Permit may be required
 - What is going to be restored, rehabilitated or added to an existing building?
 - Will the original dimensions (footprint) be changed?
 - Show materials used in construction
 - Will any type of existing feature be changed or added? If YES, provide additional information as noted in 1 and 2 below and include detailed images/drawings of the building as it exists with this Application.
 1. Show proposed location of new features on the building. Will these features obscure existing architectural features or details of the building?
 2. What materials will be used in the project
 - Include detailed drawings that illustrate the final outcome of the total proposed project

COA Application continued.

- **Move a building onto or off a site – Building Permit may be required**
 - What building is to be moved?
 - Where will it be moved from and moved to?
 - Provide detailed images showing current site plan and images/drawings of the final outcome of the proposed project

Note: Zoning verification and/or approval may be required

- **Building Demolition – Building Permit is required**
 - What is the reason for demolition?
 - What structure(s) is/are part of this demolition?
 - Show existing structures on Plot Plan
 - Include in the demolition Application the following:
 1. Detailed explanation and an Engineering Report
 2. A history of the building through a title search
 3. Photographs/images of the building to be demolished
 4. Current valuation of the building (from Town Assessor’s Office)
 5. Method of demolition and plans for disposition of the materials, both interior and exterior, following demolition. Provide asbestos report if required and proper disposition of the material to an approved facility.
 - Show a detailed drawing and description of the proposed new use for the site. This may require a Site Plan approval from Planning, Zoning, and Building Departments.
 - If building demolished on a site of historical significance or in a Historic District, new use of the site must be reviewed and approved by the Historic Preservation Commission by a separate COA Application.

- **Remove from existing building**
 - What is the reason for removal and what features will be removed?
 - What is their location on the existing building?
 - How would the removed features change the building’s appearance?
 - Include images/drawings of the final outcome of the project

- **Solar Panel Installations – Building Permit is required**
 - Where will the solar panels be installed? Roof or free standing
 - If located on the roof, provide detailed description of panel installation. Usually drawings and scheduled work provided and submitted by Solar Panel installer.
 - What is the material of the existing roof. If slate roof, solar pane installation will be recommended to be installed at other locations to include ground pole mounted. A guide for Solar Panel installation is available at the Building Department.
 - All ground/pole mounted solar panels must be reviewed and approved by the Planning Department. If located on a historic property or in a Historic District, a COA Application is required and must be reviewed by the Historic Preservation Commission prior to submittal to Planning Department for review, and approval.



Date Received: _____

Received By: _____

Town of Clifton Park Certificate of Appropriateness (COA) Application

I. Applicant Information:

Name of Applicant _____ Daytime Phone: _____

Mailing Address: _____

Relationship to Property: Owner () Architect () Contractor () Tenant ()

Name and Address of Property Owner: _____

Name and Address of Architect: _____

Name and Address of Contractor: _____

II. Address of Property Subject To This Application:

III. Check all types of work that apply to this Application:

- () Minor or routine repair or maintenance not involving or resulting in a change in the existing structural composition or architectural design or character of the building including: materials, texture or colors.
- () Painting
- () *Add to or remove from existing building
- () *Restore/rehabilitate existing building
- () *Erect a new building
- () Add or remove an awning
- () *Construct handicap access or fire escape
- () Add or remove exterior lighting
- () *Change exterior material or finish
- () Remove trees
- () *Add or replace windows or doors
- () *Reroof with new color or material
- () Addition of driveway or parking lot
- () Add or remove fence or wall
- () *Move a building onto or off of a site
- () Alter major landscaping
- () Rehabilitate outbuilding
- () *Add or remove steps, porch or railing
- () *Add a sign or signs
- () *Building Demolition

Provide a written detailed description for each type of work on page 7 of this Application. Add additional pages as needed. Please refer to the **Guidelines for Completing Your COA Application – By Project Type** (pages 2 – 5 of this packet) for additional information you must include with this Application. *Please confer with the Town Building Department & Code Enforcement Office if you have questions about this Application or a required Building Permit.

PLEASE COMPLETE THIS PAGE AND SIGN AND DATE TOP OF PAGE EIGHT PRIOR TO SUBMISSION

