



THE CITY OF POUGHKEEPSIE
NEW YORK
BUILDING DEPARTMENT
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12602
Phone: (845) 451-4007 Fax: (845) 451-4006

Office Use Only

Fee: \$100

Code: PLSF

ID # _____

APPLICATION FOR FAÇADE REVIEW

I. PROPERTY ADDRESS: _____

II. PROPERTY OWNER: _____
ADDRESS: _____

_____ (state and zip code)

III. PHONE NUMBER: _____ (include area code)

IV. APPLICANT: _____
ADDRESS: _____

_____ (state and zip code)

PHONE NUMBER: _____ (include area code)

EMAIL ADDRESS: _____

(If the applicant is NOT the owner, proof of owner's consent to this application MUST be provided.)

V. CONSULTANT: _____
ADDRESS: _____

_____ (state and zip code)

PHONE NUMBER: _____ (include area code)

VI. FAÇADE CHANGES (Describe in detail): _____

VII. REQUIRED ATTACHMENTS:

1. Three (3) full size copies of elevations illustrating existing conditions, or three (3) copies of color photographs of the building illustrating existing conditions. Individual photos must be mounted and labeled.
2. Three (3) full size copies of elevations detailing all proposed changes, including, but not limited to, all proposed materials and colors.
3. Three (3) full size copies of a location map, indicating the precise location of the building; and,
4. Ten (10) copies of 2 through 4 above at 11"x17";
5. Environmental assessment form (Full _____/Short _____)

VIII. SIGNATURE OF APPLICANT

THE APPLICANT HEREBY STATES THAT ALL INFORMATION GIVEN HEREIN IS ACCURATE AS OF THE DATE OF APPLICATION.

Signature
Print Name: _____

Date



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APPLICATION FOR FAÇADE REVIEW

The Zoning Ordinance of the City of Poughkeepsie requires that any new facade or change in the facade of an existing building located in the Central Commercial (C-2) District shall be reviewed by the Planning Board, pursuant to the provisions of Section 19-3.23(7) of the Ordinance.

Application for Façade Review shall be made on the attached form and shall be accompanied by:

- 1) \$100.00 application fee;
- 2) Three (3) full size copies of elevations illustrating existing conditions, or three (3) copies of color photographs of the building illustrating existing conditions. Individual photos must be mounted and labeled.
- 3) Three (3) full size copies of elevations detailing all proposed changes, including, but not limited to, all proposed materials and colors.
- 4) Three (3) full size copies of a location map, indicating the precise location of the building; and,
- 5) Ten (10) copies of 2 through 4 above at 11"x17";
- 6) Short Environmental Assessment Form, unless the property is listed on the National or State Register of Historic Places, or is adjacent to a listed property, in which case a Full Environmental Assessment Form will be required. In the event a Full EAF is required, an additional fee of \$200.00 shall be filed.

All elevations and drawings or photographs submitted must identify the property in question, as well as the owner of the property, the applicant (if different from the owner) and the person and/or firm responsible for preparing the elevations or photographs. All such information must also be dated and, if revised, include the date of any revision.

Applications will be forwarded to the Planning Board for placement on the next available agenda. Please be advised that the Planning Board may require additional information beyond the basic information outlined herein.