



**CITY OF POUGHKEEPSIE, NEW YORK
BUILDING DEPARTMENT
(845) 451-4007
(845) 451-4006 (FAX)**

**APPLICATION TO
THE HISTORIC DISTRICT & LANDMARKS PRESERVATION COMMISSION**

INTRODUCTION

Section 19-4.5(5) of the Zoning Ordinance requires that the Historic District and Landmarks Preservation Commission "...shall review all plans for the moving, exterior construction, alteration or repair, landscaping or demolition or any change in the exterior appearance of places, sites, structures or buildings designated landmarks or landmark sites and all places, sites, structures or buildings wholly or partly within the boundaries of a historic district."

STANDARDS AND GUIDELINES

In making its determinations, the Commission uses the guidelines specified in Section 19-4.5 of the Zoning Ordinance as well as the Secretary of the Interior's Standards for Rehabilitating Historic Properties. The Zoning Ordinance may be found on-line on the City of Poughkeepsie's website, cityofpoughkeepsie.com, in the Government section under "Codes & Charter." The Secretary of the Interiors Standards may be found on-line at <http://www.cr.nps.gov/hps/TPS/tax/rhb/stand.htm>.

FILING THE APPLICATION

Please read the application instructions carefully and attach all required documentation. Incomplete applications cannot be accepted for review. Please call the Building Department at 451-4007 if you have any questions about the application process or if you would like to schedule a pre-submittal appointment to discuss your application.

Applications are to be filed with the Building Department. The Building Inspector will transmit complete applications, with supporting documentation, to the Commission for placement on the next agenda. Within one week of the filing of the application, the Building Department will send you either a deficiency letter or a letter confirming the scheduling of your application before the Commission.

Applications must be received at least two weeks prior to the regularly scheduled meeting of the Commission. Meetings are scheduled for the first Tuesday of each month at 7pm in the Common Council Chambers on the third floor of City Hall at 62 Civic Center Plaza. Walk in applications are not accepted.

You are encouraged to attend the meeting at which the Commission will review your application. This will enable you to answer any questions that are raised by the Commission or neighboring property owners. Once the Commission has determined that the application is complete, the Commission will approve, approve with conditions or deny the application.

Staff Use Only
Application #
ID #

**CITY OF POUGHKEEPSIE BUILDING DEPARTMENT
HISTORIC DISTRICT AND LANDMARKS PRESERVATION COMMISSION APPLICATION**
(Type or print neatly. Illegible applications will not be accepted.)

APPLICANT INFORMATION

Project Address: _____

Applicant Name: _____

Applicant's Address: _____

City: _____

State: _____

Zip: _____

Phone Number(s): _____

Property Owner (if not the applicant): _____

(If applicant is not the property owner, a letter of authorization from the owner **MUST** accompany the application.)

PROJECT CLASSIFICATION (Check all boxes that apply to the proposed project):

- New construction (construction of a new building, addition, garage, shed, swimming pool, etc)
- Exterior alteration (includes, but is not limited to, all exterior changes to windows, doors, roof, paint colors, etc)
- Landscaping (removing or adding significant plantings or landscape features such as driveways, sidewalks, fencing, retaining walls, patios, etc., that will alter the appearance of the property)
- Repair or replacement
- Restoration (railings, balconies, cornices, porches, etc.)
- Relocation
- Demolition
- Other: _____
