Gary E. Beck, Jr.
Building Inspector

THE CITY OF POUGHKEEPSIE
NEW YORK
BUILDING DEPARTMENT
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601
Phone: (845) 451-4007 Fax: (845) 451-4006

THE HISTORIC DISTRICT & LANDMARKS PRESERVATION COMMISSION APPLICATION

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 fourth Wednesday 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.

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Staff Use Only
Application #
ID #

THE HISTORIC DISTRICT & 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: _____

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WORK DESCRIPTION (Describe in detail all proposed work and indicate all materials to be used. Attached the manufacturer's product literature if available. Please keep in mind that the information you give to the Commission is the only description they will have of your design. It must illustrate what you have in mind very accurately.) Attach additional sheets as required.):

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

REQUIRED ATTACHMENTS TO SUBMIT WITH THE APPLICATION (Please submit the following attachments in triplicate):

Recent Color Photos: Include photos of each side of the building (and site when landscaping changes are proposed) with close-ups of the specific area(s) to be changed.
Color chips, charts or color samples: If your plans include paint or stain, describe the color(s) and include a sample along with information on color placement. A good way to show the color scheme is to color one or more of the elevations.
Material Samples/Manufacturer's Brochures: Material samples (when possible), manufacturer's brochures, product literature or catalog pages.
Plot Plan: A plot plan must be included for new construction, additions, demolition, fencing and major landscaping projects. The plan must be drawn to scale, indicating property lines, existing structures and/or landscaping, their relationship to adjacent structures and any proposed changes.
Elevation drawings: Include all relevant views at the scale necessary to show building detail. The elevations should be accurately labeled with cardinal directions. The existing building should be included with as much detail as necessary to show how the old and the new relate to each other.

OWNER/APPLICANT SIGNATURE:

I hereby certify that I understand this application will not be accepted until all requested information has been supplied. I also understand that this application may require a site visit and/or public hearing by the City of Poughkeepsie Historic District and Landmarks Preservation Commission

_____ _____
Signature of Owner OR Signature of Agent/Applicant
Date: _____ Date: _____