

**VILLAGE OF MONTEBELLO
HISTORIC PRESERVATION COMMISSION
One Montebello Road
Montebello, New York, 10901
(845) 368-2211 Fax (845) 368-2044**

**CERTIFICATE OF APPROPRIATENESS
APPLICATION**

The Historic Preservation Commission (HPC) is responsible for safeguarding the architectural, historical and cultural heritage of the Village of Montebello. Ownership of designated historic places is the equivalent of being a steward of bucolic Village of Montebello history. The COA process is designated to preserve the distinct character of Montebello designated historic properties and the overall integrity of our community.

All owners of designated historic properties in the Village of Montebello are required to obtain a Certificate of Appropriateness ***before*** making any exterior changes to the property. Completed COA applications must be received by the HPC at least two weeks prior to the next scheduled commission meeting in order to be placed on that meeting's agenda.

The COA application process formerly approves any work to be performed on local landmarks or historically-designated properties, ***prior*** to the work commencing. This application and all required documentation must be submitted to the Village of Montebello HPC. Any conditions placed on a COA become part of a related building permit. The Certificate of Appropriateness is not a permit for work. The approved, stamped certificate must be submitted to the Building Department at Montebello Village Hall along with the associated fee in order to obtain proper permits for construction signage, demolition, etc.

(Please print legibly)

I. APPLICANT IDENTIFICATION

Property Address: _____

Applicant's Name: _____

(Note: If the applicant is not the owner, he/she must be authorized by the owner to commit to changes required by the Commission)

Applicant's Address (Street, City, State & Zip Code)

Daytime Telephone Number

Evening Telephone Number

Property Owner: _____

Mailing Address: _____

Day/Cell Phone/Pager: _____

II. WORK DESCRIPTION

Describe the proposed project in detail, including all changes to the building, site, lot or zoning. Include all features to be removed, altered and/or added. Indicate all materials to be used. Attach additional sheets, as necessary (see below "Supporting Documentation" requirements).

III. SUPPORTING DOCUMENTATION

- **Color Photos:** 35mm of digital only of each side of the building and the site to be altered and close-ups of the specific section (s) to be changed. **Polaroids will not be accepted**
- **Site Plan:** A site plan must include for all projects. The plan must show property lines as well as all existing preserved structures and environs.
- **Conceptual Drawings:** must include all changes to be made to structure (s) and surrounding areas. (Note: Conceptual drawings can be overlaid to site plan for a single submission)
- **Details of Materials:** Materials must be identified either on the site plan of a separate attached document. Color and texture samples required.

IV. SIGNATURES

I certify that the information I have included, and any accompanying documentation is complete and accurate.

Owner's Signature: _____ **Date:** ____/____/____

Applicant's Signature (if different): _____ **Date:** ____/____/____

V. APPROVAL

The Village of Montebello Historic Preservation Commission, after holding a public hearing, has reviewed and is satisfied with the applicant's site plan and materials. Any exceptions and/or conditions to the approval are reflected in the attached Resolution of Approval and approved exhibits.

HPC Representative: _____ **Date:** ____/____/____

Applicant's Combined Affidavit and Certification

(State of New York)

(County of Rockland) ss:

_____, being duly sworn, deposes, and says:
Applicant's Name

I am the applicant in this matter. I make these statements to induce the village of Montebello, its Boards, Commissions, Officers, employees, and consultants, to entertain my application, knowing that the Village will rely upon the statements made herein.

1. **Verification of Facts** All statements contained in this application and in all documents, drawings, writings, and other communications submitted in connection with this application are true.
2. **Consent to Enter** I hereby give permission to members of said boards and/or supporting staff to visit the property in question at a reasonable time during the day.
3. **Affidavit Pursuant to General Municipal Law Section 809** All the following statements and the statements contained in the papers submitted herewith are true and the nature and extent of any interest set forth are disclosed to the extent that they are known to the applicant.
 - A. I certify that I am the owner, officer, member or agent of owner, of all that certain lot, piece of parcel of land and/or building described in this application **and if not the owner that he has been duly and properly authorized to make this application and to assume responsibility for the owner** in connection with this application for the relief below set forth.
 - B. There is no state officer, Rockland County officer or employee or village officer or employee nor his or her spouse, brother, sister, parent, child or grandchild, or a spouse of any of these relatives who is the applicant or who has an interest in the person, partnership or association making this application, petition or request, or is an officer, director, partner or employee of the applicant, or that such officer or employee, if this applicant is a corporation, legally or beneficially owns or controls any stock of the applicant in excess of 5% of the total of the corporation if its stock is listed on the New York or American Stock Exchanges; or is a member or partner of the applicant, if the applicant is an association or a partnership; nor that such village officer or employee nor any member of his family in any of the foregoing classes is a party to an agreement with the applicant, express or implied, whereby such officer or employee may receive any payment or other benefit, whether or not for service rendered, which is dependent or contingent upon the favorable approval of this application, petition or request.

C. To the extent that the same is known to your applicant, and to the owner of the subject premises **there is a disclosed herewith** the interest of the following officer or employee of the State of New York or the County of Rockland or of the Village of Montebello in the petition, request or application or in the property or subject matter to which it relates:

(if none, so state)

a. Name and address of officer or employee

b. Nature of interest _____

c. If stockholder, number of shares _____

d. If officer or partner, nature of office and name of partnership

e. If a spouse or brother, sister, parent, child, grandchild or the spouse of any of these blood relatives and nature of relationship to officer and employee and nature and extent of office, interest or participation or association having an interest in such ownership or in any business entity sharing in such ownership.

D. I do hereby depose and say that all the above statements and statements contained in the papers submitted herewith are true, knowing that a person who knowingly and intentionally violates this section is guilty of a misdemeanor.

4. **Reimbursement for Professional Consulting Services** I understand that the Village Board, Planning Board, Zoning Board of Appeals, and other municipal boards, in the review of any application described above, may refer any such application presented to it to such engineering, planning, environmental or other technical consultant as such Board shall deem reasonably necessary to enable it to review such application as required by law. The charges made by such consultants shall be in accord with charges usually made for such services in the metropolitan New York region or pursuant to an existing contractual agreement between the Village and each such consultant for the cost of such consultant services upon receipt of the bill.

I agree to establish an escrow account with the Village of Montebello from which these consultants' fees shall be paid. The escrow account will not draw interest and will be replenished upon notification by the Village. Any additional sums needed to pay the Village's consultants shall be paid prior to final action on the application. The Village may suspend processing of the application if there is a deficiency in the escrow account.

Permits will not be issued and site plan or subdivision will not be signed until bill is paid in full. Any sums remaining in the escrow account after the consultants have been paid in full will be returned to the applicant. The applicant has the right to examine escrow and payment records upon prior written notice to the Village.

Applicant's Signature _____

Print Applicant's Name _____

SWORN to before me this _____ day of _____, 20_____

Notary Public

Appendix I

CRITERIA FOR HISTORIC PRESERVATION

District Criteria:

A site, building, structure or object shall be designated as contributing to that district if it meets the following criteria:

The property is one which, by its location, design, setting, materials, workmanship, feeling and association adds to the district's sense of time and place and historical development. A property is not considered contributing if the property's integrity of location, design, setting, materials, workmanship, feeling and association has been so altered that the overall integrity of the property has been irretrievably lost.

Individual Criteria of a Site, Building, Structure or Object:

- It possesses integrity of location, design, setting, materials, workmanship, feeling and association.
- It is associated with events or persons that are significant to local, state or national history.
- It embodies the distinctive characteristics of a type, period, or method of construction.
- It represents the work of a master, possessing high artistic values.
- It represents a significant and distinguishable entity whose components may lack individual distinction.
- It has yielded, or may be likely to yield, information in prehistory or history.

Appendix II

APPLICATION RECORD

- 1. Received in Montebello Village Hall Date: ____/____/____

- 2. Received -HPC Date: ____/____/____

- 3. Public Hearing -HPC Date: ____/____/____

- 4. Approved – HPC Date: ____/____/____

- 5. Received – Planning Board Date: ____/____/____

- 6. Public Hearing – Planning Board Date: ____/____/____

- 7. Approved – Planning Board Date: ____/____/____

- 8. Historic Designation Approved- Village Trustees Date: ____/____/____

- 9. Historic Designation Approved – HPC Date: ____/____/____