

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

**CERTIFICATE OF APPROPRIATENESS
APPLICATION**

The Historic Preservation & Parks Commission (HPPC) 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 HPPC 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 HPPC. 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 & Parks 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.

HPPC Representative: _____ **Date:** ____/____/____

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.

APPLICATION RECORD

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

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

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

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