VILLAGE OF OWEGO
20 ELM STREET
OWEGO, NY 13827

OWEGO HISTORIC PRESERVATION COMMISSION

OFFICE INSTRUCTIONS & INFORMATION

FOR

APPLICANTS TO THE

OWEGO HISTORIC PRESERVATION COMMISSION

Meetings, Time and Place

1st & 3rd Wednesday of each month
7:00pm
Board room of the DPW Annex located at 20 Elm Street, Owego, New York

1. In order to be placed on the agenda for the next available OHPC meeting all paperwork must be submitted to the Village office no later than **10:00am, the Thursday prior** to the next scheduled meeting. Failure to meet this deadline will result in placement on the agenda for the next scheduled meeting.

2 Reminder to adhere to all OHPC instructions as well.

3. The applicant will receive a copy of both the application and the meeting notice in the mail.

4. Please be sure to fill in all necessary information on OHPC application, failure to provide the necessary details or the proposed work, could result in your application being tabled until next meeting. It is advisable to include samples (paint chips, roofing materials, etc.) where applicable to help the commission in their determination.

5. It is advantageous to the applicant to attend the meeting or send a representative to answer any questions the board may have regarding your application.

6. Please allow two to three working days after your meeting before obtaining your building permit from the Code Enforcement Officer. This enables the OHPC secretary to get the necessary paperwork to his office before you arrive.

Anita Harding
OHPC Secretary

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STEPS FOR SUBMISSION BY THE APPLICANT

1 Determine the exact scope of the work to be done.

2. Applicant or contractor submits an application to the Owego Historic Preservation Commission through the Village Code Office.

3. The Village Clerk assigns a review date, and the applicant is requested to attend.

4. The applicant is informed by the OHPC if any further information is required.

5 OHPC reviews the application based on Historic District Law, OHPC Guidelines and Village Code of Ordinances.

6. If approved, the OHPC sends a notice to the Code Enforcement Officer (this is normally done within 2-3 working days after the meeting). The Code Enforcement Officer then sends the applicant a letter detailing the OHPC's decision. A building permit may also be required. If so, the permit may be obtained at the Code Enforcement Office, 20 Elm Street, Owego, New York or call 687-1101.

7. If not approved, reasons are given and the applicant is encouraged to submit a revised application. Applicants can also request that the Village Board of Trustees look at and possibly overturn the OHPC decision.

8. Once work is started, the Code Enforcement Officer reviews the construction to ensure compliance with the "Notice of Determination".

WORK THAT TYPICALLY REQUIRES AN APPLCIATION

1. Repair or replacement of windows, doors, roofs or siding.
2. Porch repair or reconstruction
3. Painting (change of color)
4. New construction and additions
5. Changes in commercial exteriors
6. Signs
7. Demolition

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WINDOW GUIDELINES

PURPOSE

1. Retain the character and details of historic buildings.
2. Allow repair or rehabilitation with a minimal change in appearance.
3. Provide information on the proper methods to improve windows.

EVALUATION CRITERIA

1. Deteriorated wood windows should be repaired if at all possible.
2. Storm panels may be installed on either the inside or the outside of a window for energy efficiency.
3. Window replacements or alterations may be of wood or synthetic material; if they are historically appropriate;
    - They shall be the same size and style as the original or existing window;
    - They shall be compatible with the related windows and other openings on the same building
4. Window details, such as rounded tops, should be retained if at all possible;
    - Substitute material that appears as glass from the public way may be used to simulate window details.
    - Awnings may be used to conceal alterations that have already been made to window details.
5. The window trim and frame shall be the same color as the original or existing, or another color compatible with the building.

SUBMISSION REQUIREMENTS

1. Current photograph(s) showing all affected sides of the building which will be visible from a public way.
2. Pictures (s) and details of the proposed window replacements or alterations.

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GUIDELINES FOR AWNINGS

Awnings can add eye catching detail to your building as well as advertizing your business name. Customers also may enjoy respite from the sun and rain and your goods protected from too much sun.

Awnings and awning materials should be appropriate to the building period. Plastic, cedar shakes, or metal strip awnings look too modern. However, a plastic material that looks like canvas is appropriate.

Awnings should not cover up architectural details. Avoid covering columns, cornices, etc.

Avoid a monotonous row of the same style of awnings. Use barrel, sloping, scalloped, etc.

Lighting sources should be as inconspicuous as possible. No internally lit awnings are appropriate.

Avoid day glow and flashing colors. Historic colors are appropriate and should compliment the surrounding buildings.

You must obtain a building permit.

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SIDING MATERIAL GUIDELINES

PURPOSE

1. Retain the character and details of historic building.
2. Allow repair or rehabilitation with minimal change in appearance.
3. Provide information of the property methods to improve exterior walls.

EVALUATION CRITERIA

1. New siding shall not cover or damage decorative features such as beaded weatherboard, corner boards, and window, door or cornice trim.
2. In general, new siding shall match the existing or original siding in size and design.
3. Wood siding should be used to replace deteriorated wood siding.
4. Vinyl, aluminum, or other synthetic siding materials are not recommended. Synthetic siding can damage and alter the appearance of historic buildings
    - It generally does not have the same appearance as the material it tries to imitate.
    - It often does not allow the building to breathe, trapping moisture in the wall cavity which leads to damage of the wood cavity which leads to damage of the wood structure.
5. New siding shall:
    - Not cover rotted or damaged wood;
    - Not cover or damage decorative features as described above;
    - Be historically appropriate in size, color and character.
6. Brick exterior surfaces shall not be sandblasted which exposes the easily damaged interior brick:
    - In general, painted brick surfaces should be repainted;
    - Any cleaning methods should be tested in a hidden area for adverse effects before use.

SUBMISSION REQUIREMENTS

1. Current photograph(s) showing all affected sides of the building which will be visible from a public way.
2. Scale drawing and detailed description of the proposed work including the areas to be repaired or replaced, and the degree of change from the existing conditions.
3. Accurate samples if a new material is proposed.

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SIGN GUIDELINES

PURPOSE

1. Signs become a visual element of a structure and the vicinity.
2. Prevent potential damage or alterations to the structure.
3. Promote visual harmony within the historic district.

EVALUATION CRITERIA

1. Signs shall meet all applicable codes and you must obtain a building permit
2. Signs shall be evaluated on an individual basis. In general:
    - The Sign shall reflect the character and use of the structure;
    - No marquee, billboards, or off-premise signs shall be allowed;
    - The sign shall not flash, move or appear to be in motion;
    - Indirect or subdued lighting is preferred;
    - The sign shall not disfigure or conceal significant architectural details or features;
    - The sign should be constructed of traditional materials (wood, wrought iron, steel);
    - There shall be only one sign per business;
    - The sign shall be mounted where historically accurate;
    - The sign shall be designed, fabricated and mounted in a professional manner
    - Temporary non-conforming signs shall be allowed for a limited time(to be specified)

SUBMISSION REQUIREMENTS

1. A scale drawing of the proposed sign showing figures, lettering and colors;
2. A current photo of the building or vicinity (if not attached directly);
3 A description of the mounting technique and illumination (if any) to be used.