



COMMISSION REVIEW APPLICATION

Application No. _____

This application will be reviewed on _____, 20____. Applicant is requested to attend this meeting. (Meeting date to be assigned by the Village Office)

Applicant's Name _____ Phone _____

Address _____

Property Address (if different than above) _____

Present Use of property: Residential Commercial Industrial Other _____

Proposed Work: Exterior alteration requiring replacement or change of materials, openings, ornament, etc. Repair Restoration New Construction/Addition Signs Landscape/Site work Demolition

Description of Exterior Alterations and Material Changes.

Please describe all proposed changes that apply to your project in the appropriate spaces below.

1. Exterior Surfaces: describe the existing and proposed materials - shingles, clapboard, masonry, etc. and their use in the proposed work for (check appropriate item) Walls Roof Foundation

2. Openings: describe the proposed changes in material, location, size and shape of Door(s) Window(s)

3. Porch: describe the proposed Repair Addition Replacement

4. Ornamental Elements: describe the proposed Repair Replacement Addition of ornamental features such as brackets, railings, columns, shutters, trim, etc.

5. New Construction: specify if this is a New free-standing structure or An addition. Indicate its location in relation to the present building.

6. Signs: describe proposed Addition Replacement Removal of any sign. Describe a new sign in terms of size, lettering style, colors, illumination, location, and method of attachment.

7. **Site Work:** describe proposed New Replacement Repair of: Fences Walls Walks
 Driveways Parking Area Terrace Landscaping Other

Indicate size, location, and material to be used.

8. **Demolition:** describe the extent and reason for the proposed demolition.

The following Documentation will assist the O.H.P.C. Members in their review of your proposed work.

Please check the information you are submitting with this application. Additional material may be required.

- Scaled architectural drawings
- Specifications
- Photographs
- Color samples - "chips"
- Material samples
- Manufacturer's/Supplier's catalogs
- Historical materials (photographs and/or written work that support the restoration, replacement or repair option you have selected).

Important Note: Please submit all documentation on paper no larger than 11 x 17 inches in order to ensure good quality reproduction. (Exception - Architectural Drawings)

This application is not considered complete until all necessary material to fully describe the project has been included.

The Historic Preservation Commission is hereby requested to review the scope of work proposed for the above-noted property to determine the appropriateness of design or alterations. Design review guidelines have been available for reference and it is understood that submission or approval of this application does not relieve responsibility for securing any and all other permits and approvals as required by law.

Approved applications are valid for a period of one year from date of Certificate of Appropriateness. Work must be completed within this time. Extensions may be granted upon authorization by the O.H.P.C.

Proposed Starting Date: _____

Submitted by: _____

Signature of Applicant

_____ Date

_____ Signature of Owner (if other than Applicant)

_____ Date

From time to time, depending on the nature of the applicants request, the Commission members might need to walk the boundaries of your property to better help them with their decision making process.

Please initial the appropriate response to this request.

_____ denied _____ approved

Your permission is automatically rescinded when the O.H.P.C. makes their final decision on your request.