

Town of Durham  
Historic Preservation Commission  
7309 State Route 81  
East Durham, NY 12423

**Application for a Certificate of Appropriateness**

**1. APPLICANT**

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

**2. PROPERTY**

Property Address: \_\_\_\_\_

Tax Map No. : \_\_\_\_\_

Fire Number: \_\_\_\_\_

Date Acquired by Current Owner: \_\_\_\_\_

Status: ( ) Local Landmark; ( ) Within Local Historic District

Use of Property: Current: \_\_\_\_\_

Proposed: \_\_\_\_\_

**3. PROPOSED WORK**

Scope of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reasons for Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Architect/Engineer (if applicable): \_\_\_\_\_

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Contractor (if applicable): \_\_\_\_\_

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Construction Schedule: \_\_\_\_\_

4. **HISTORY OF THE PROPERTY** (indicate if known)

Date of Original Construction: \_\_\_\_\_

Original Architect/Builder: \_\_\_\_\_

History of Use: \_\_\_\_\_

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History of Alterations: \_\_\_\_\_

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5. **SUBMISSIONS** (indicate if provided)

Survey: \_\_\_\_\_

Drawings: \_\_\_\_\_

Specifications: \_\_\_\_\_

Samples: \_\_\_\_\_

Photographs: \_\_\_\_\_

Plans: \_\_\_\_\_

Other: \_\_\_\_\_

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6. **RELATED INFORMATION AND COMMENT**

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The Town of Durham Historic Preservation Commission is hereby requested to review the scope of the work proposed for the above-noted Landmark or Property within the Historic District to determine the appropriateness of design as regulated by the Town of Durham Historic Preservation Local Law. The undersigned understands that submission or approval of the application does not relieve the applicant of responsibility for securing any other permits and approvals as required by law for the proposed work.

**SUBMITTED BY:**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

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**Guidelines for Preparation and Submission of  
Applications for Certificates of Appropriateness**

An owner of property which has been designated a landmark or within a historic district must file an application for a Certificate of Appropriateness from the Commission, and either receive the Certificate from the Commission, or a waiver from the Town Board, before doing any work on his/her property which is visible from the public way and which consists of alterations, restorations, repair, repainting, reconstruction, demolition, new construction or moving of a structure.

The following guidelines are intended to provide assistance to applicants requesting a Certificate of Appropriateness by the Commission for properties designated as landmarks or within historic districts as required under the Town of Durham Historic Preservation Local Law.

Interested property owners are encouraged to speak with the Commission members at the monthly Commission meetings (which are held on the second Saturday of every month) or write to the Commission if they have any questions regarding the procedure for applying for a Certificate of Appropriateness.

1. **Identity of the Application**

The application should provide the name, address (legal and mailing) and telephone number of the applicant. If the applicant is not the owner of the property, a separate statement from the owner must be attached designating the applicant as the owner's representative and authorizing the application.

2. **Description of the Property**

The application should provide the address, building name (if any) and fire number (if available) for the property, and include the location as described by tax map number. The application should also include the month and year the property was acquired by the current owner.

The application should note the current and proposed usage of the property even if no change is proposed. If the property is a multiple dwelling, any change in the number of dwelling units should be noted.

3. **Description of Proposed Work**

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The application should describe the scope of work proposed. Comprehensive submission materials are requested, including but not limited to drawings, specifications, architectural plans, photographs, and color samples, catalog cuts, written explanations.

It should be noted that complete applications which clearly describe the proposed work in detail will not be subject to postponement or denial on the grounds of incomplete descriptions. This will help all parties involved.

If demolition is proposed, note the complete scope, procedures for repairing, refinishing or clearing portions of the building or the site which are not to be demolished. If complete demolition is proposed, note the attempts made by the property owner to obtain a reasonable rate of return on the property without demolishing it and attempts to transfer the property to an owner who would not demolish it.

If additions or alterations are proposed, provide detailed descriptions of the work scope noting forms, materials, finishes colors, plantings and details original to the building, existing currently and proposed.

If architects or engineers have been selected for the project, identify them. Also indicate the person or firm who will be doing the work, including the property owner if applicable, and give the estimated start-up and completion dates for the proposed work.

4. **HISTORY OF THE PROPERTY**

Give as much history of the property as is known, including the date of original construction, the original architect or builder, and histories of use and alterations.

5. **Submissions**

Indicate the documents which are included with the submission to support the Application.

6. **Related Information and Comment**

Any related information should be included.

7. **Signature**

Every application must be signed by the owner or his representative duly appointed by Power of Attorney.

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That are within a line drawn 500 feet to the outside of the center line of the roads in the following loop:

Starting from the intersection of Strong Road and County Route 20, up Strong Road to Cornwallville Road, down Cornwallville Road back to County Route 20, west along County Route 20 to Sutton Road, up Sutton Road to Gulf School House Road, down Gulf School House Road to County Route 20, along County Route 20 to the Hamlet of Cornwallville, inclusive of Smith Lane in the Hamlet, and back to the base of Strong Road.