

## HISTORIC DISTRICT REVIEW CHECKLIST

The following information should be included in the materials submitted with the historic district review application unless the Planning Board determines that a specific item or items are not necessary for a complete understanding of the project. The Planning Board may require additional information it determines necessary for a meaningful review of the application, based on the nature of the project or site. **Failure to provide all the required and/or requested information may prolong the approval process and be subject to resubmittal fees.**

- 1) \_\_\_\_\_ Zoning Permit Application; and
- 2) \_\_\_\_\_ Name, address and telephone number of the applicant; and
- 3) \_\_\_\_\_ The location of the building, structure or land the exterior architectural features of which are proposed to be changed.
- 4) \_\_\_\_\_ Photographs of the building and property as appropriate; and
- 5) \_\_\_\_\_ Scale drawings of exterior elevations showing all proposed changes; and
- 6) \_\_\_\_\_ Samples of materials to be used in the proposed change; and
- 7) \_\_\_\_\_ Where the proposed change includes signs or lettering, a scale drawing showing the type of lettering, all dimensions and colors, a description, of materials to be used and the method of illumination, if any, and a plan showing the location on the building or property; and
- 8) \_\_\_\_\_ A verification from the Building Inspector/Code Enforcement Officer and/or the Planning Board that the proposed project conforms to the Zoning Code, is a permitted nonconforming project or that all necessary variances for the proposed project have been granted; and
- 9) \_\_\_\_\_ Building-Structure Inventory Form, Inventory Data, Determinations and/or other data as available through the NYSHPO Cultural Resource Information System; and
- 10) \_\_\_\_\_ Environmental Assessment Form, with Part 1 completed and signed by the applicant; and
- 11) \_\_\_\_\_ All required application fees; and
- 12) \_\_\_\_\_ Any other information that the Planning Board determines is necessary for meaningful review of the application, based on the nature of the project or the site. The Planning Board may waive any particular submission requirement(s) it determines are unnecessary for review of a particular project.