City of Rochester, NY

CERTIFICATE OF APPROPRIATENESS

(Section 120-194A)
BUREAU OF PLANNING AND ZONING
CITY HALL, 30 CHURCH STREET, ROOM 125B
ROCHESTER, NEW YORK 14614
(585) 428-7043

APPLICATION

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY. To schedule an appointment, please call Peter Siegrist at (585) 428-7238 or peter.siegrist@cityofrochester.gov

Office Use	APPLICATION REQUIREMENTS:
☐	1. Fee: $100.00.
☐	2. One (1) copy of the Denied Certificate of Zoning Compliance (CZC), including signature by Building Code Plan Review.
☐	3. One (1) copy of this application.
☐	4. One (1) copy of the Environmental Assessment Form (if applicable).
☐	5. One (1) copy of an Instrument Survey Map.
☐	6. One (1) copy of a scaled floor plan.
☐	7. One (1) copy of scaled elevation drawings and catalog pages for details such as awnings, doors, lighting, windows, etc.
☐	8. Sixteen (16) copies of each site plan, floor plan, elevation or other drawings at least 8-1/2" x 11" drawn to scale with all details and notations clearly labeled.
☐	9. Photographs of the subject site, structures on the site, and surrounding properties.

IMPORTANT

- Completed applications must be submitted before the published deadline.
- Application documents must be submitted in the appropriate number as specified above.

POSTING REQUIREMENT

After submission of a complete application, a public notification sign will be issued and must be posted on the property at least 20 days prior to the hearing. The sign shall be placed on the property readily visible from the public right-of-way. It is the applicant's responsibility to obtain and post the sign. Signs are available in Room 125B, City Hall.

WHAT IS A CERTIFICATE OF APPROPRIATENESS?

The Certificate of Appropriateness process provides a procedure for reviewing plans for work in a Preservation District and on Landmark properties to ensure that such work will comply with the standards established to preserve the integrity of any structure, improvement, landscape feature or cultural site that has been determined to merit special protection.

[FOR OFFICE USE ONLY]

ADDRESS: _____ **FILE NUMBER:** _____

DATE FILED: _____ **FEE:** _____

COMMON APPLICATION QUESTIONS

WHAT IS THE PROCESS?

1. Once accepted, the application is placed on the agenda for the next available Board or Commission public hearing. A public notification sign will be given to the applicant and must be posted at least twenty (20) days prior to the public hearing.

2. The applicant will be notified in writing of the date, place and time of the public hearing. In addition, property owners within a 300 foot radius of the affected property will be notified by mail of the pending application.

3. A Staff Report, prepared by a zoning staff person, containing all project information and documentation will be mailed to the applicant and the Board or Commission members prior to the scheduled hearing date.

4. It is the applicant's responsibility to attend the public hearing to present their proposal and to answer questions of the Board or Commission.

5. The Board or Commission will generally make its decision the same day as the hearing.

6. Written decisions of the Board or Commission are mailed to the applicant within ten (10) days following the Board or Commission's decision.

WHAT HAPPENS IF THE APPLICATION IS APPROVED?

An approval, or an approval on condition, does not authorize the proposed work to proceed, **but** only authorizes the filing of applications for permits or other approvals which may be required by City Code.

The rights to this approval will expire if a permit is not obtained and maintained within one (1) year of the filing date of the decision. The applicant may request an extension in writing from the Director of Planning and Zoning <u>prior to</u> the expiration of the approval. A nonrefundable fee of $100 is required for an extension of time.

WHAT HAPPENS IF THE APPLICATION IS DENIED?

An appeal from any final decision of a Board or Commission must be taken within 30 days of the filing date of the decision in accordance with Article 78 of the New York Civil Practice Law and Rules.

CERTIFICATE OF APPROPRIATENESS

STANDARDS AND CONSIDERATIONS

In approving applications for Certificates of Appropriateness, the Preservation Board and its Committees shall consider and evaluate proposals in terms of the purposes for which Landmarks and Preservation Districts are designated. In addition, the Board and its Committees shall be guided by the following standards and considerations:

A. Visual Compatibility. **New and existing buildings, structures and appurtenances which are moved, reconstructed, materially altered or repaired, shall be visually compatible with adjacent buildings, public ways and places, to which they are visually related in terms of:**

1. Height
2. Proportion of front facade
3. Proportion of openings
4. Rhythm of solids to voids in front facades
5. Rhythm of spacing and buildings on streets
6. Rhythm of entrance porch and other projections
7. Relationship of materials, texture and color
8. Roof shapes
9. Walls of continuity
10. Scale of a building
11. Directional expression of front elevation

B. Quality of Design and Site Development. The redevelopment of a site shall be visually compatible with adjacent structures, public ways and places to which it is visually related in terms of:

1. Quality of the open space between buildings and setbacks
2. Quality of materials and their relationship to existing adjacent structures
3. Quality in design in general and its relationship to the overall character of the Neighborhood
4. Quality of site development in terms of recreation, pedestrian and automobile access, parking and servicing, and retention of trees and shrubs

C. Existing Buildings. Special considerations shall be given to the availability of materials, technology and craftsmanship to duplicate existing styles, patterns, textures and overall detailing. When several acceptable alternatives are appropriate, costs may be considered by the Preservation Board.

D. Landmarks. The redevelopment of a Landmark property shall be compatible with the original design concept of the structure in terms of:

1. Color
2. Exterior Repairs
3. Restorations

PROJECT INFORMATION

PLEASE TYPE OR PRINT

1. **PROJECT ADDRESS(ES):** _____

2. **APPLICANT:** _____ **COMPANY NAME:** _____

   ADDRESS: _____ **CITY:** _____ **ZIP CODE:** _____

   PHONE: _____ **FAX:** _____

   E-MAIL ADDRESS _____

   INTEREST IN PROPERTY: Owner ☐ **Lessee** ☐ **Other** ☐

3. **PLAN PREPARER:** _____

   ADDRESS: _____ **CITY:** _____ **ZIP CODE:** _____

   PHONE: _____ **FAX:** _____

   E-MAIL ADDRESS _____

4. **ATTORNEY:** _____

   ADDRESS: _____ **CITY:** _____ **ZIP CODE:** _____

   PHONE: _____ **FAX:** _____

5. **ZONING DISTRICT:** _____

6. **DETAILED PROJECT DESCRIPTION (additional information can be attached):** _____

_____

_____

_____

_____

7. **LENGTH OF TIME TO COMPLETE PROJECT (Attach schedule if phased:)** _____

APPLICANT: I certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the conditions and terms of that approval.

SIGNATURE:_____ **DATE:** _____

OWNER (if other than above): I have read and familiarized myself with the contents of this application and do hereby consent to its submission and processing.

SIGNATURE:_____ **DATE:**_____