



TOWN OF MARBLETOWN
HISTORIC PRESERVATION COMMISSION

APPLICATION
FOR
CERTIFICATE OF APPROPRIATENESS

Information and Jurisdiction

Per Town of Marbletown Code at [Chapter 128. HERITAGE PRESERVATION](#) [HISTORY: Adopted by the Town Board of the Town of Marbletown 2-15-2007 by L.L. No. 1-2007. Editor's Note: This local law was originally designated to be added as Chapter 36, but was renumbered to maintain the organization of the Code. The Town Board authorized this renumbering 4-1-2008 by Res. No. 35-2008. Amendments noted where applicable.] certain activities or actions involving or affecting designated local landmarks or historic districts require a Certificate of Appropriateness from the Historic Preservation Review Commission (HPC).

A full copy of the Historic Preservation regulations (LL.#1-2007) can be found on the Town of Marbletown's website or may be obtained from the Town Clerk or by contacting the HPC directly.

When an action requires an approval from another Town agency – for example subdivision approval, building permit, area or use variance – such approval is *separate and additional* to the Certificate of Appropriateness.

Criteria

128-5. Criteria for approval of a certificate of appropriateness.

A. The Commission's decisions on all applications for certificates of appropriateness shall be based upon the following principles:

B. Historic properties shall be retained with their historic features altered as little as possible.

C. Any alteration of existing property shall be compatible with its historic character, and with the historic character of surrounding properties, if any. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own right, and, where appropriate, the significance shall be recognized and respected. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material and such design is compatible with the size, scale, material and character of the property, neighborhood or environment.

(1) Alterations to noncontributing properties in an historic district will be reviewed for compatibility with the character of the neighborhood.

D. New construction shall be compatible with the historic character of its surroundings.

E. In determining compatibility of alterations and new construction with landmarks and historic districts, the Commission shall consider the following factors:

(1) The existing architectural and zoning standards encoded in Marbletown Law;

(2) The existing general design, character and appropriateness to the property of the proposed alteration or new construction;

(3) The scale or proposed alteration or new construction in relation to the property itself, surrounding properties, and the neighborhood;

(4) Texture, materials, form, massing, size, spacing, structural elements, proportion, and illumination and their relation to similar features of other properties in the neighborhood;

(5) Visual compatibility with surrounding properties, including proportion of the property's front facade, proportion and arrangement of windows and other openings within the facade, and roof shape;



TOWN OF MARBLETOWN
HISTORIC PRESERVATION COMMISSION

APPLICATION
FOR
CERTIFICATE OF APPROPRIATENESS

- (6) The importance of historic, architectural or other features to the significance of the property; and
- (7) A property's status as a noncontributing property, which consideration may be relevant to the decision of the Commission but in no instance determinative.

§ 128-6. Certificate of appropriateness application procedure.

A. Prior to the commencement of any work requiring a certificate of appropriateness, the owner shall file an application for such a certificate with the Commission. The application shall contain:

- (1) Name, address and telephone numbers of applicant;
- (2) Location and photographs of property;
- (3) Detailed description of proposed changes;
- (4) Perspective and elevation drawings, including relationship to adjacent properties;
- (5) Where the proposal includes signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination, and a plan showing the sign's location on the property; and
- (6) Any other information which the Commission may deem necessary in order to visualize the proposed work.

B. No building permit, demolition permit or other required permit shall be issued by the Building Inspector for such proposed work on a landmark property or a property within an historic district until a certificate of appropriateness has first been issued by the Commission.

C. The certificate of appropriateness required by this chapter shall be in addition to and not in lieu of any permits or approvals the Town may require or any other laws or regulations.

D. The Building Inspector shall refer such permit application for a Landmark property or a property within an historic district to the Commission within ten working days of receipt.

E. The Commission shall approve, approve with modifications, or deny a certificate of appropriateness on such permit within 62 days from receipt of the completed application. The time may be extended at the written request of, or with the consent of, the applicant.

[Amended 6-7-2011 by L.L. No. 1-2011]

(1) During this time, the applicant or applicant's representative may meet with the Commission to consider alternative designs if needed, advice on technologies, available restoration skills and possible financial assistance.

(2) The Commission may also hold a public hearing on the application, at which an opportunity will be provided for proponents and opponents of the application to present their views.

F. All decisions of the Commission shall be in writing. A copy shall be sent to the applicant by certified mail, return receipt requested, and also a copy shall be filed with the Town Clerk and the Town Building Inspector for public inspection. The address used for such notification shall be the address of the applicant as shown on the application for the building permit. The Commission's decision shall state the reasons for granting or denying any application.

G. Certificates of appropriateness shall be valid for 12 months, after which time the owner must reapply if work pursuant to the certificate of appropriateness has not commenced.

In the event a proposed subdivision is located in an historic district, or includes an historic property, in whole or in part, the Planning Board shall consult with the Historic Preservation Commission with respect to those criteria set forth above.



TOWN OF MARBLETOWN
HISTORIC PRESERVATION COMMISSION

**APPLICATION
FOR
CERTIFICATE OF APPROPRIATENESS**

Procedure

The HPC may review only completed applications submitted in writing, and a verbal presentation to the HPC is recommended. Likewise, all decisions of the HPC are made in writing. Applications are reviewed by the HPC at regular meetings held each month, on the second Saturday of the month. Upon request, the HPC will endeavor to schedule a special meeting to review a Certificate of Appropriateness application.

Pre-Application Conference

Because historic preservation is best accomplished through cooperation and planning, the HPC is very willing to discuss projects with potential applicants in advance of a formal submittal. Although the HPC cannot make any approval guarantees at such conference, the HPC might share information on site/structure history and direct the potential applicant to available resources (including the HPC or the Town Historian). To arrange a pre-application conference, contact the HPC co-chairperson. Contact information is found on the last page of this application package.

HOW TO APPLY

To apply for a Certificate of Appropriateness, please complete attached pages 2-4 and submit (with any required attachments) to the Town Clerk no later than ten (10) calendar days prior to a regularly scheduled HPC meeting (or 10 days prior to an agreed special meeting date).

Please note that the applicant is responsible for retaining qualified consultants when the complexity of proposed work requires.

There is no fee for this application.



TOWN OF MARBLETOWN
HISTORIC PRESERVATION COMMISSION

**APPLICATION
FOR
CERTIFICATE OF APPROPRIATENESS**

1. Applicant Information	
Name(s):	
Mailing Address:	
	<i>Line 1</i>
	<i>Line 2</i>
	<i>City/ State/ Zip</i>
Phone Number(s):	
Fax:	
Email Address:	

2. Property Information									
Property Address:									
	<i>Line 1</i>								
	<i>Line 2</i>								
	<i>City/ State/ Zip</i>								
Tax Map Number:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-right: 1px solid black; padding: 2px;">Section:</td> <td style="width: 25%; border-right: 1px solid black; padding: 2px;"></td> <td style="width: 25%; border-right: 1px solid black; padding: 2px;">Block:</td> <td style="width: 25%; padding: 2px;"></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">Lot:</td> <td colspan="3" style="padding: 2px;"></td> </tr> </table>	Section:		Block:		Lot:			
Section:		Block:							
Lot:									
Status (check one):	<input type="checkbox"/> Designated Landmark <input type="checkbox"/> In Historic District <input type="checkbox"/> Other								
Current Use:									
Proposed Use:									

3. Proposed Work	
Scope of Work:	
Reasons for Work:	
Architect/Engineer:	
Contractor:	
Construction Schedule:	



TOWN OF MARBLETOWN
HISTORIC PRESERVATION COMMISSION

**APPLICATION
FOR
CERTIFICATE OF APPROPRIATENESS**

4. Other Board Review	
Related to the present proposal, has the applicant made previous application to any of the following (if yes to any, please supply date)?	
Date	Board
	Town Board
	Planning Board
	Zoning Board of Appeals
	Historic Preservation Commission

5. Property History			
Please consult the HPC or Town Historian for assistance if necessary.			
Date of Original Construction:		Original Architect or Builder (if known):	
History of Use:			
History of Alterations (dates and description):			

6. Required Attachments	
Please check the box to the left of each row to indicate that an item is attached.	
Item	When Required
<input type="checkbox"/> Current photograph of structure and/or site	All projects
<input type="checkbox"/> Description and samples of materials to be used	Any alterations, additions, renovations
<input type="checkbox"/> Sketch (not to scale) of proposed work	Minor alterations
<input type="checkbox"/> Existing & proposed plans, drawn to scale	Additions and renovations; major alterations
<input type="checkbox"/> Existing & proposed elevations, drawn to scale	Additions and renovations; major alterations
<input type="checkbox"/> Perspective drawings (if available)	Additions and renovations; major alterations
<input type="checkbox"/> Scale drawing of any signs and a location plan	When signs are added or altered
<input type="checkbox"/> Site plan	For changes to site elements; for building additions
<input type="checkbox"/> Subdivision map	For subdivisions of land and lot line adjustments
<input type="checkbox"/> Structural report and restoration estimates	Demolition applications



TOWN OF MARBLETOWN
HISTORIC PRESERVATION COMMISSION

APPLICATION
FOR
CERTIFICATE OF APPROPRIATENESS

7. Related Information and Comment

Please use this space (if necessary) to expand on any information from sections 1-6 or to otherwise supplement your application. Attach additional sheets or send PDFs if necessary.

8. Submittal

The Marbletown Historic Preservation Commission is hereby requested to review the scope of work proposed to determine the appropriateness of the action as regulated by the Historic Preservation portion of Town Code. It is understood by the undersigned that submission or approval of this application does not relieve the applicant of responsibility for securing any and all other permits and approvals as required by law for the work proposed. It is further understood by the undersigned that hardship procedures are available in the event the Certificate of Appropriateness is denied.

Submitted by:

Applicant(s) Signature:

Date:

Owner(s) Signature:

Date:

Address of Owner(s) if different from applicant:

Meeting date requested:

Next regular HPC meeting

Special meeting (applicant must contact HPC chairperson)

HPC Use Only:

Application is Complete

Application Number: _____ - _____



TOWN OF MARBLETOWN
HISTORIC PRESERVATION COMMISSION

APPLICATION
FOR
CERTIFICATE OF APPROPRIATENESS

Return your completed Application for Certificate of Appropriateness to:

Mailing address: Town Clerk
Town of Marbletown
P.O. Box 217
Stone Ridge, New York 12484

Physical address: Town Clerk
Town of Marbletown
1925 Lucas Avenue
Cottkill, New York 12419

To contact the Historic Preservation Commission:

Mr. Timothy Hunt, HPC Co-Chairman

PO Box 856
Stone Ridge, New York 12484
Mobile Phone: 917.991.0693
Work Phone: 212.851.2110
Fax: 212.851-2126
Home Email: timothy.l.hunt@gmail.com
Work Email: th2258@columbia.edu

Mr. Anthony DiGuseppe, HPC Co-Chairman

200 Bone Hollow Road
Accord, New York 12404
Mobile Phone : 646-257.0052
Work Phone: 212-439-9611
Fax: 212-396-3014
Work Email: diarch@msn.com

To contact the Town Historian:

Mrs. Gail Many

173 Schoonmaker Lane
Stone Ridge, New York 12484
Home phone: 845-687-9229
Email: johnandgailmany@gmail.com