



Village of Ossining
Department of Planning
John-Paul Rodrigues Ossining Operations Center
101 Route 9A, PO Box 1166
Ossining, NY 10562
(914) 762-6232
www.villageofossining.org

HISTORIC PRESERVATION COMMISSION APPLICATION

**ALL APPLICATIONS MUST HAVE A REFERRAL FROM THE BUILDING INSPECTOR.
APPLICATIONS MUST BE SUBMITTED AT CITYSQUARED.COM.**

Date Filed: _____ Application No. _____

Location of Project: _____

Section _____ Block _____ Lot _____ Zoning District: _____

Name of Owner	
Address	
Telephone	
Email	
Name of Architect/Engineer	
Address	
Telephone	
Email	

Please Check Action Requested:

- ☐ Certificate of Appropriateness for sign/awning \$125
- ☐ Certificate of Appropriateness for all other actions \$175
- ☐ Designation of Landmark or Historic District
- ☐ Donation of Façade Easement

Brief Description of Proposal:

General Information

- Applications must be complete and submitted to the Department of Planning by 12:00 pm on the deadline date (see attached schedule). NO EXCEPTIONS. If the application is deemed incomplete by the Department Staff you will be contacted.
- Applicant must be the owner, tenant, or contract vendee.
- The applicant or a representative must be present at the hearing in order for the application to be considered.
- Please refer to the Village of Ossining's [Architectural Guidelines](#) on the Village website.
- If an approval is granted by the Historic Preservation Commission, no construction shall commence until all required approvals are granted and permits obtained through the Building Department. The Building Department can be contacted at (914) 941-3199.
- Applicants whose property is located in a historic district must simultaneously file and application with the Board of Architectural Review.
- Applications requesting designation of landmark or historic district or donation of a façade easement: If a positive recommendation from the HPC is received, the Village Board of Trustees will take up the application and will hold a public hearing.

Checklist for HPC Application

- ☐ Pre-Application Meeting. Date: _____
- ☐ A copy of the referral letter from the Building Inspector. This requires an application to the Building Department.
- ☐ Completed application form
- ☐ Copy of the deed
- ☐ Contract, Notarized Owner Authorization Form, or power of attorney (if applicant is not the owner)
- ☐ A digital copy of all application documents submitted at CITYSQUARED.COM

- ☐ Building elevations that include exterior architectural features which are proposed to be changed.* Descriptions of materials and colors should be labeled on the plans.
- ☐ Photographs of the affected building elevations, as well as the immediate surrounding areas
- ☐ Cut sheets for doors and windows, as well as any other ornamental architectural features
- ☐ Samples of colors and/or materials (bring to meeting or provide high-resolution images)
- ☐ Provide any available historical information, photos, or date of construction
- ☐ For 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 of the building/property
- ☐ For Designation of Landmark or Historic District:
 - Completed application
 - Outline of location of the district or landmark and reasons why it should be considered
 - Evidence regarding historical, cultural, and/or architectural significance
 - Description of the general character of the area
- ☐ For Donation of façade easement:
 - Completed application
 - Photographs of property
 - Brief outline of the location of the façade and reasons why it should be considered
- ☐ All application fees paid to the Village of Ossining

**Please Note: Applications for nonstructural changes to buildings shall be exempt from providing elevations or perspective drawings.*

By signing below, you deem this application complete according to the directives set forth by the Village of Ossining Planning Department and the Village of Ossining Zoning Code.

Signature of Owner: _____

Signature of Applicant (if not owner): _____

Date: _____

OWNER AUTHORIZATION FORM

**FOR USE WHEN APPLICATION IS FILED BY ANYONE OTHER THAN
PROPERTY OWNER**

TO:

Village of Ossining Planning Dept.

101 Rt. 9A, P.O. Box 1166

Ossining, NY 10562

PROPERTY ADDRESS: _____

I _____ (property owner) hereby authorize
_____ to file a Land Use Board Application on my behalf to the
Planning Board, Board of Architectural Review, Zoning Board of Appeals, or Historic
Preservation Commission. If you should have any questions or require additional details, please
feel free to contact me at the following phone number(s) _____ or email
address _____.

Signature: _____

Print Name: _____

Date: _____

NOTARY: Sworn before me this day _____ day of _____, 20_____

Signature of Notary