



# HISTORIC PRESERVATION COMMISSION APPLICATION

## Contents:

- p. 2 General Information
- p. 3 Application Instructions/Checklist
- p. 4 Application Form
- p. 5 Submission Deadlines & Meeting Dates

**Applications are also available on our website**  
[www.villageofossining.org](http://www.villageofossining.org)

**DEPARTMENT OF PLANNING  
John-Paul Rodrigues Ossining  
Operations Center  
P.O. Box 1166 - 101 Route 9A  
Ossining, NY 10562  
Tel: (914)762-6232**

**If you have any questions about the application, or wish to set up a pre-application meeting, please call the office.**

## **General Information**

- Applications **MUST** be complete and submitted to the Department of Planning **by 12:00 pm** on the deadline date (see attached schedule page 2) **NO EXCEPTIONS. If the application is deemed incomplete by the Department of Planning 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 Village of Ossining's Architectural Guidelines which can be found in the Planning Department or on-line on the Village of Ossining website at [www.villageofossining.org](http://www.villageofossining.org).
- 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. You can contact the Building Department to determine what additional permits are required at 914-941-3199.
- Applicants whose property is located in a historic district must simultaneously file an 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 Historic Preservation Commission Application

### Submit **1 COPY** of the following item:

- If applicant is the owner, copy of the deed. If applicant is not the owner, a copy of the contract, notarized letter of permission, or power of attorney (applicants are not to be the architects).
- An electronic\* copy of the plans, documents, and application.  
\*(CD form, flash drive, or in one PDF file to [jkane@villageofossining.org](mailto:jkane@villageofossining.org))

### Submit **9 COPIES** of the following along with the non-refundable fee:

#### **Checklist for Complete Application for Certificate of Appropriateness:**

- Completed application form (Page 4)
- 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 building context (surrounding area)
- Cut sheets for doors and windows as well as any other ornamental architectural feature.
- 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 or property**
- Samples of color and/or materials (Must be brought to the meeting)  
Provide any available historical information, photos, or date of construction

*Please note that applications for nonstructural changes to buildings shall be exempt from providing elevations or perspective drawings.*

#### **Checklist for Complete Application for Designation of Landmark or Historic District:**

- Completed application form (Page 4)
- Outline of location of the district or landmark & reasons why it should be considered
- Evidence regarding historical, cultural and/or architectural significance
- Photographs of property
- For proposed historic districts: a description of the general character of the area

#### **Checklist for Complete Application for Donation of Façade Easement:**

- Completed application form (Page 4)
- Photographs of property
- Brief outline of the location of the façade and reasons why it should be considered

**\*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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Applicant, if not Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_



VILLAGE OF OSSINING  
Department of Planning  
John-Paul Rodrigues Operations Center  
101 Route 9A  
P.O. Box 1166  
Ossining, NY 10562  
(914)762-6232

**HISTORIC PRESERVATION COMMISSION APPLICATION**

Date Filed: \_\_\_\_\_ Application No. **HPC** \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Architect/Engineer: \_\_\_\_\_

Architect/Engineer Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

**Please Check Action Requested:**

(Checks payable to Village of Ossining)

- Certificate of Appropriateness/Sign/Awning **\$150**
- Designation of Landmark or Historic District
- Donation of Façade Easement

Brief description of proposal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Applicant's Signature & Date**



**VILLAGE OF OSSINING**  
**HISTORIC PRESERVATION COMMISSION**  
**2020 SCHEDULE**

Applications must be received in the Planning Department office by 12:00 pm on the deadline date.

Meetings are held at 7:30 pm at the John Paul Rodrigues Ossining Operations Center on Route 9A.

<b>Deadline for New Submissions</b>	<b>Meeting Dates</b>
Thurs., 12/5/19	Mon., 1/6/20
Thurs., 1/2/20	Mon., 2/3/20
Thurs., 1/30/20	Mon., 3/2/20
Thurs., 3/5/20	Mon., 4/6/20
Thurs., 4/2/20	Mon., 5/4/20
Thurs., 4/30/20	Mon., 6/1/20
Thurs., 6/4/20	Mon., 7/6/20
Thurs., 7/2/20	Mon., 8/3/20
Thurs., 8/13/20	Mon., 9/14/20
Thurs., 9/17/20	Mon., 10/5/20
Thurs., 10/15/20	Mon., 11/9/20
Thurs., 11/5/20	Mon., 12/7/20
Thurs., 12/3/20	Mon., 1/4/21