

Application for Certificate of Appropriateness Village of Kinderhook

Guidelines Summarized

The Historic Preservation Commission has an obligation to safeguard the historic heritage of the Village of Kinderhook. Its duties include review and approval of plans for exterior alteration, restoration, reconstruction, demolition, new construction, or moving of any building or structure or feature on a landmark property within the historic district. It will consider only changes to exterior features that are visible from any public way. No building permit shall be issued until the Commission issues a Certificate of Appropriateness.

The Commission's decision shall be based upon the following principles:

1. Buildings and structures that contribute to the character of the historic district shall be retained, with their historic features altered as little as possible;
2. Any alteration of existing buildings and structures shall be compatible first with its own historic style and, secondly, compatible with the character of the surrounding district;
3. New construction shall be compatible with existing architecture;
4. Only construction or alterations that are compatible with the long-term preservation of the historic buildings and structures shall be permitted/approved.

In applying the principles of compatibility, the Commission shall consider the following factors:

1. The general design, character and appropriateness to the property of the proposed alteration or new construction;
2. The scale of the proposed alteration or new construction in relation to the property itself; surrounding properties, and the neighborhood;
3. Form, texture, material, and their relation to the features of the buildings and structures and to similar features of other buildings and structures in the neighborhood;
4. Visual compatibility with surrounding properties, including proportion of the buildings' and structures' facades, proportion and arrangement of windows and other openings within the facades, roof shape, and the placement of buildings and structures on lots in the neighborhood, including setback; and
5. The historic and architectural significance of the property.

Applicants are referred to the full text of the Historic Preservation Law, Chapter 75 of the Village of Kinderhook Code from which the above is quoted, and to the HPC guidelines contained in [Village of Kinderhook Historic Preservation Commission Preservation Handbook](#), both of which are available for inspection at the Village Hall or online at the Village website: www.villageofkinderhook.org

Application Instructions

To facilitate Historic Review, please attach the following:

1. Current photographs of the buildings and structures on the property labeled with N/S/E/W orientation.
2. Graphic renderings that include accurate dimensions and scale of the proposed work as it will appear when completed. Depending on the scope of the project, they may be digital images and/or drawings (perspective and/or elevation and/or plan drawings) of the proposed changes, labeled with N/S/E/W orientation.
3. A map of the property showing the location of all buildings and structures, including lot lines, dimensions, setbacks, and relationships to the public way and to adjoining properties and structures.
4. List of proposed materials and manufacturer's information sheets. In the case of roofing materials, a sample should be submitted.
5. If the proposal is for a sign or includes a sign, a scale drawing showing the sign's location, dimensions, and the type of lettering to be used; also show any hardware or materials to be used for supporting or hanging the sign.
6. Documentary support for the historic appropriateness of the proposed changes.
7. Fee of \$10 payable to the Village of Kinderhook.
8. Completed SEQR form for major applications at the commission's discretion.
9. Three copies of this application and supporting materials. One copy as a PDF file is welcome.
10. Copy of Building Permit Application with CEO's denial.

To Assist in Visualizing the Proposed Changes, the HPC may also require the following:

1. Samples of materials to be used on the building or structure.
2. A site visit by the HPC members to determine the impact of the proposed changes.
3. Additional research or professional consultation to determine the historic appropriateness of the proposed changes. You are encouraged to contact Chair, Secretary, or member of the HPC to ensure your application is complete. To ensure a timely review of this application, with attachments, return this completed application to the Chairman ten days prior to the regular meeting of the HPC (3rd Thursday of each month, Village Hall 7:00 pm).

Application for HPC
CERTIFICATE OF APPROPRIATENESS

Name of Applicant (Property Owners): _____

Location of Property: _____ Tax Map ID: _____

Mailing Address of Applicant: _____

Tel. No.: _____ Email address: _____

Name of Representative of the Applicant (builder; architect; etc.):
(to be accompanied by the owner's letter of authorization if owner is not present at HPC meeting)

Description of the proposed construction or alteration: *(If more space is needed attach pages containing description of proposed work)*

Applicant's signature

Date

CEO/Code Enforcement Officer acknowledgment

Date Application received by the CEO: _____

Signature of CEO: _____ HPC Meeting Date: _____

Building permit required? _____ If required, applicant to apply to CEO.

Historic review required? _____ If required, applicant to submit application to CEO.

Type of Action under SEQR: Type I: _____, Type II: _____, Exempt: _____, Unlisted: _____

Summary of HPC action: () application approved, () application approved with conditions, () application denied. Reason for HPC action (see HPC decision for full text):

HPC Signature:

Date: