



**CITY OF UTICA, NEW YORK
SCENIC & HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS APPLICATION**

It is the responsibility of the applicant to complete this form in its entirety, including all required attachments, and as precisely as possible. Failure to submit a complete application may result in a delay in being placed on a Commission agenda or a delayed decision from the Commission.

PROPERTY ADDRESS: _____

COUNTY TAX MAP IDENTIFICATION NUMBER: _____

APPLICANT INFORMATION

NAME _____ ADDRESS _____
PHONE _____
FAX _____ E-MAIL _____
City State ZIP

OWNER INFORMATION

*(complete **only** if applicant is not the owner of the property)*

NAME _____ ADDRESS _____
PHONE _____
FAX _____ E-MAIL _____
City State ZIP

RELATIONSHIP OF APPLICANT TO PROPERTY:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> CONTRACT PURCHASER | <input type="checkbox"/> CONTRACTOR |
| <input type="checkbox"/> ARCHITECT/ENGINEER | <input type="checkbox"/> LESSEE |

OFFICE USE ONLY

RECEIVED BY: _____ DATE/TIME RECEIVED: _____
FEE AMOUNT: _____ CHECK/MONEY ORDER #: _____
ZONING: _____ FEE TRANSMITTAL DATE: _____
AGENDA DATE: _____ FILING DEADLINE: _____

APPLICATION ATTACHMENTS

To ensure appropriate and timely review of the application, please provide the following additional documentation in support of the application. Failure to provide all of the applicable materials listed below may result in a delay in scheduling the application for review by the Scenic & Historic Preservation Commission.

- \$ 35.00 Application fee (check or money order only payable to City of Utica)
- Detailed site plan for new construction, demolition, fences and landscaping (see sample on following page)
- Photographs
- Details on proposed alterations (color/product samples, manufacturers specifications, catalog cut sheets, etc.)
- Elevation and perspective drawings, including relationship to adjacent properties

APPLICANT/OWNER AFFIRMATION

I, THE UNDERSIGNED, DO HEREBY AFFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND I FURTHER UNDERSTAND THAT INTENTIONALLY PROVIDING FALSE OR MISLEADING INFORMATION IS GROUNDS FOR IMMEDIATE DENIAL OF MY APPLICATION.

FURTHERMORE, I UNDERSTAND THAT I (OR A DESIGNATED REPRESENTATIVE) MUST BE PRESENT AT THE MEETING TO REPRESENT THE APPLICATION AND RESPOND TO ANY QUESTIONS FROM THE COMMISSION MEMBERS.

Signature (Applicant)

DATE

IF APPLICANT IS NOT THE OWNER OF RECORD FOR SUBJECT PARCEL:

I, THE UNDERSIGNED, HEREBY AFFIRM THAT I AM THE OWNER OF RECORD FOR THE SUBJECT PARCEL AT THE TIME OF APPLICATION. FURTHERMORE, I AM FAMILIAR WITH THE REQUEST BY THE APPLICANT AND AUTHORIZE SAID APPLICANT TO REPRESENT THE INTEREST OF THE OWNER(S) IN FURTHERANCE OF THE REQUEST.

Signature (Owner)

DATE

Regular meetings of the Scenic & Historic Preservation Commission are generally held on the third Monday of every month. The meetings are held at 4:00 PM in the Common Council chambers on the first floor of City Hall. Applicants will receive a reminder notice in the mail approximately one (1) week prior to the meeting.

DETAILED SITE PLAN (SAMPLE)

