



City of Albany  
 Department of Planning and Development  
 200 Henry Johnson Boulevard  
 Albany, New York 12210

FOR STAFF USE ONLY	
Date Received: 7/20/17	Fee Paid: N/A
Date Complete: 8/16/17	Staff: EG
Project #: (major only) 00022	COA #: COA_0014
COA Classification Type: <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Major	

# Certificate of Appropriateness Application Form

## Part 1. Application Notes

A Certificate of Appropriateness is required for all applications for permits involving any exterior alteration, restoration, reconstruction, demolition, new construction or moving of a locally designated historic landmark or a property within a local historic district.

Minor exterior work, such as exterior maintenance and repair, change of paint color, replacement of non-original material, and minor changes that do not materially change the historic characteristics of the property may be reviewed by the Chief Planning Official.

Major exterior work, such as new construction, demolition, substantial alterations and use of non-historically appropriate materials are subject to review, a public hearing and decision by the Historic Resources Commission.

Note: A pre-application meeting is available upon request prior to submitting this application.

## Part 2. Property Information

Project Address: 221 Jay St. Tax ID #:

Name of Landmark or Historic District:

## Part 3. Project Information

Will the applicant be seeking State or Federal Historic Tax Credits for this project?  Yes  No

Proposed Project Description:

6 Pella Replacement Windows

## Part 4. Alteration or Repair Information (if new construction, skip to Part 5)

Select the type of work to be performed (check all that apply)

- Painting  Windows  Doors  Stoop/Rails  Masonry  Siding or Trim Work  
 Fence or Wall  Other:

### A. Painting

Building Area / Feature	Proposed Color:	Brand:	Collection:
Body			
Trim ✓	Beige	Paint	Chip Has
Sash ✓	Beige	been	Subm. #)
Door			
Other:			

(include attachment of sample paint chips for all elected colors)

### B. Windows

Number of windows to be: 6 \_\_\_\_\_ Repaired  Replaced \_\_\_\_\_ Altered

Location (attached a diagram if necessary): Front

Existing Window Material ( <u>wood</u> , vinyl, etc.):		Existing Window Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input checked="" type="checkbox"/> Not Sure	
Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.): <u>None</u>			
Width: <u>31</u>	Height: <u>59</u>	Depth: <u>3 1/4</u>	
If replacing, indicate the reason for replacement: <u>Lead</u>			
If altering, describe any proposed change (material, configuration, size of opening, etc.):			
<b>C. Doors</b>			
Number of doors to be: _____ Repaired _____ Replaced _____ Altered			
Location (attached a diagram):			
Existing Door Material (wood, vinyl, etc.):		Existing Door Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	
Configuration (i.e. glass panes, divisions, decorative details and panels):			
Width: _____ feet _____ inches		Height: _____ feet _____ inches	
If replacing, indicate the reason for replacement:			
If altering, describe any proposed change (material, configuration, size of opening, etc.):			
<b>D. Stoops/Rails</b>			
Number of Stoops/Rails to be: _____ Repaired _____ Replaced _____ Altered			
Existing Stoop Material (stone, wood, concrete, etc.):		Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	
Existing Treads:		Width:	Depth:
Existing Rail Material: (iron, vinyl, wood, etc.):		Existing Rails: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	
If replacing, indicate the reason for replacement:			
If altering, describe any proposed change (material, configuration, size of opening, etc.):			
<b>E. Masonry</b>			
Type of Work: <input type="checkbox"/> Substantial Reconstruction <input type="checkbox"/> Minor Repair <input type="checkbox"/> Repointing			
Existing Material (brick, stone, concrete, etc.):		Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	
Location (attached a diagram if necessary):			
Type of mortar to be utilized:			
<b>F. Siding or Trim Work</b>			
Type of Work: <input type="checkbox"/> Full Residing <input type="checkbox"/> Minor Repair <input type="checkbox"/> Trim Work			
Existing Material (wood, stucco, vinyl, etc.):		Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	
Location (attached a diagram if necessary):			
Type of material to be utilized:			
<b>G. Fence or Wall</b>			
Type of Work: <input type="checkbox"/> Repair <input type="checkbox"/> Replacement			
Existing Fence/Wall Material: (masonry, wood, vinyl, etc.):		Existing Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure	

Section 375-2 Zoning Districts	
Section 375-2(F) Overlay Districts	
Section 375-2(F)(1) HR-O Historic Resources Overlay	
(c)	GENERAL GUIDELINES
(i)	The general design and character of the proposed alteration or new construction should be compatible with the building and historic district.
(ii)	The scale of the proposed alteration or new construction should relate to the building itself, surrounding buildings, the neighborhood and the historic district.
(iii)	Texture, materials and color should relate to similar features of other structures in the neighborhood.
(iv)	Changes should be visually compatible with surrounding buildings, including the proportion of the building's front façade, the proportion and arrangement of windows and other openings within the façade, the roof shape and the rhythm and spacing of buildings on streets, including setbacks.
(v)	Compatible materials and colors that are either similar to or visually quiet in relation to traditional ones used in the area should be used in new construction or when restoration of original materials is impossible. Inappropriate contemporary materials, including those that attempt fake antiquity or rusticity (e.g., unpainted natural wood, reused common brick, undressed stone or asphalt, aluminum or vinyl siding), are discouraged and are specifically prohibited on front façades and within front setback areas. When appropriate traditional materials cannot be duplicated, preference should be given to contemporary materials, used in a straightforward manner, which blend well with the traditional context of the district or modern materials that achieve the same level of detail.
(vi)	Grounds for considering a proposed design inappropriate would include arresting and spectacular effects, violent contrasts of materials or colors or intense colors or a multiplicity or incongruity of details resulting in a disturbing appearance.
(d)	REHABILITATION GUIDELINES
The following standards for rehabilitation and guidelines for rehabilitating historic buildings are adopted by the Historic Resources Commission to the extent that they affect exterior alterations:	
(i)	Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration of the building, structure or site and its environment.
(ii)	The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided whenever possible.
(iii)	All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historic basis and that seek to create an earlier appearance shall be discouraged.
(iv)	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 this significance shall be recognized and respected.
(v)	Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure or site shall be treated with sensitivity.
(vi)	Deteriorated architectural features shall be repaired rather than replaced whenever possible. In the event that replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical or pictorial evidence, rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
(vii)	The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting, pressure grit washing and other cleaning methods that will damage the historic building materials shall not be undertaken.
(viii)	Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.
(ix)	Contemporary design for alterations and additions to existing properties shall not be discouraged when

	such alterations and additions do not destroy significant historic, architectural or cultural material and when such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.	
(x)	Wherever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.	
(xi)	Windows	
	A.	Original windows should be repaired rather than replaced whenever possible.
	B.	A replacement window should match the size of the original opening in width, length and depth of placement and should be constructed in the configuration of the existing or original window (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.). In the event that a previously altered, non-compatible window is being replaced on a street-facing façade, the new window should conform with the original opening and be of a style, color and material appropriate to the building. When there is no evidence of the original window, the new one should be complementary to the building design.
	C.	The use of interior storm windows is encouraged, but exterior metal or vinyl storm windows the same size as the opening and of an appropriate color are acceptable.

# CITY OF ALBANY HISTORIC RESOURCES COMMISSION

## Location Map

