

**CERTIFICATE OF APPROPRIATENESS APPLICATION**

**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.

***All Applications must be submitted electronically.***

**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:	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:

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

**Painting**

Building Area / Feature	Proposed Color:	Brand:	Collection:
Body			
Trim			
Sash			
Door			
Other:			

*(Include attachment of sample paint chips for all selected colors)*

**Windows**

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

Location (*Use Window Diagram*):

Existing Window Material ( <i>wood, vinyl, etc.</i> ):	Existing Window Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure
--	--

Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):			
Width:	Height:	Depth:	
If replacing, indicate the reason for replacement:			
If altering, describe any proposed change (material, configuration, size of opening, etc.):			
<b>Doors</b>			
Number of doors to be: _____ Repaired _____ Replaced _____ Altered			
Location (Attach a diagram, if necessary):			
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:	Height:		
If replacing, indicate the reason for replacement:			
If altering, describe any proposed change (material, configuration, size of opening, etc.):			
<b>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:	Height:
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>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 (Attach a diagram, if necessary):			
Type of mortar to be utilized:			
<b>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 (Attach a diagram, if necessary):			
Type of material to be utilized:			
<b>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	
Location (Attach a diagram, if necessary):			

Type of material to be utilized:

**Other / Additional Notes**

**Part 5. New Construction or Addition Information (if repair only, skip to Part 6)**

First Floor Building Area (sq. ft.):	Total Gross Floor Area (sq. ft.):
--------------------------------------	-----------------------------------

Front Building Setback (ft.):	Frontage Buildout (ft.):
-------------------------------	--------------------------

Building Height	Feet:	Stories:
-----------------	-------	----------

Describe how the proposed construction will relate to the architectural scale, massing, volumes and styles represented within the applicable historic district:

Indicate the proposed materials to be utilized, distinctive architectural features and ornamentation:

**Part 6. Signage Information (if no proposed signage, skip to Part 7)**

Sign 1	Type: <input type="checkbox"/> Freestanding <input type="checkbox"/> Wall <input type="checkbox"/> Projecting <input type="checkbox"/> Awning	Location:	
--------	---	-----------	--

Total Area:	Width:	Depth:	Projection from Wall:
-------------	--------	--------	-----------------------

Material:	Mounting Style:
-----------	-----------------

Lighted: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe:
---	-------------------

Type: <input type="checkbox"/> Freestanding <input type="checkbox"/> Wall <input type="checkbox"/> Projecting <input type="checkbox"/> Awning	Location:	
---	-----------	--

Total Area:	Width:	Depth:	Projection from Wall:
-------------	--------	--------	-----------------------

Material:	Mounting Style:
-----------	-----------------

Lighted: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe:
---	-------------------

Type: <input type="checkbox"/> Freestanding <input type="checkbox"/> Wall <input type="checkbox"/> Projecting <input type="checkbox"/> Awning	Location:	
---	-----------	--

Total Area:	Width:	Depth:	Projection from Wall:
-------------	--------	--------	-----------------------

Material:	Mounting Style:
-----------	-----------------

Lighted: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe:
---	-------------------

Type: <input type="checkbox"/> Freestanding <input type="checkbox"/> Wall <input type="checkbox"/> Projecting <input type="checkbox"/> Awning	Location:	
---	-----------	--

Total Area:	Width:	Depth:	Projection from Wall:
-------------	--------	--------	-----------------------

Material:	Mounting Style:
-----------	-----------------

Lighted: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe:
---	-------------------

## Part 7. Submittal Requirement Checklist

	Required Documents	Electronic Copies	Electronic Submission (.pdf) (Required Document Name)
<b>A. Required for All Certificate of Appropriateness Applications</b>			
<input type="checkbox"/>	Master Application	1	Master Application
<input type="checkbox"/>	Certificate of Appropriateness Application	1	COA
<input type="checkbox"/>	Color photographs of the property in context with surrounding properties	1	Photos
<b>B. Required for Alteration or Repair Applications</b>			
<input type="checkbox"/>	Materials sample sheets showing color type, manufacturer, and item number of new materials being proposed	1	Material Sample Sheets
<input type="checkbox"/>	Window Diagram	1	Window Diagram
<b>C. Required for New Construction and Additions</b>			
<input type="checkbox"/>	Elevation Drawings, drawn to scale	1	Elevations [YYYY]-[DD]-[MM]
<input type="checkbox"/>	Floor Plans, drawn to scale	1	Floor Plan [YYYY]-[DD]-[MM]
<input type="checkbox"/>	Vertical Building Section, drawn to scale	1	Vertical Building Section
<input type="checkbox"/>	Building Rendering	1	Rendering [YYYY]-[DD]-[MM]
<b>D. Required for Signage Applications</b>			
<input type="checkbox"/>	Color Sign Rendering	1	Sign Rendering
<input type="checkbox"/>	Sign Mounting Detail	1	Sign Mounting Detail
<input type="checkbox"/>	Sign or Awning Material Information	1	Sign Awning Material Information
<b>E. Voluntary or Upon Request</b>			
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	1	[Document Name]
Electronic document submissions shall be sent via email to <a href="mailto:hrc@albanyny.gov">hrc@albanyny.gov</a> , USB Flash Drive, or by another medium approved by the City of Albany Planning Staff. CD and DVD submissions are <b>not</b> accepted.			

HOME LEASING  
Certificate of Appropriateness Application

2. PROPERTY INFORMATION			4. ALTERATION OR REPAIR										6. SIGNAGE INFORMATION		
1	Project Address	Tax ID #	Historic District	Painting <input checked="" type="checkbox"/> Proposed Color*: Body MATCH EXISTING Trim MATCH EXISTING Sash Sierra Bronze Door MATCH EXISTING * Paint color will match existing.	Windows <input checked="" type="checkbox"/> Repaired Replaced* Altered Location SEE PHOTOS Existing Material Wood Existing Condition Original Configuration double- hung sash Width Varies Height Varies Depth 1-2"+/- *Historic windows, replacing less than 50% of building; poor condition. To be replaced with aluminum clad wood, existing wood trim to remain. Sizes and configurations as scheduled.	Doors <input checked="" type="checkbox"/> Repaired* Replaced Altered Location Entry Existing Material Wood Existing Condition Original Configuration glass panes/panels Width 3' - 10" (Pair) Height 6' - 8" Depth 3' - 5" *Entry door to be repaired; poor condition	Stoops/Rails <input checked="" type="checkbox"/> Repaired Replaced* Altered Existing Stoop Material brownstone Existing Condition Original Existing Treads 7 Width 5' - 4" Height 5' - 4" Depth 6' - 5" Existing Rail Material metal *Being replaced due to poor condition	Masonry <input checked="" type="checkbox"/> Type of Work Repointing Location All visible facades Existing Material brick Existing Condition Original Type of Mortar to be Utilized Type N Refer to elevations for additional info.	Siding or Trim Work <input type="checkbox"/> Type of Work Location Existing Material Existing Condition Type of Material to be Utilized NOT APPLICABLE	Fence of Wall <input type="checkbox"/> Type of Work Location Existing Material Existing Condition Type of Material to be Utilized NOT APPLICABLE	Type Door x Location Front x Total Area x Material Width Mounting Style Depth Lighted EX. Dark Bronze 4" high				
	Project Address	Tax ID #	Historic District	Painting <input checked="" type="checkbox"/> Proposed Color*: Body MATCH EXISTING Trim MATCH EXISTING Sash Sierra Bronze Door MATCH EXISTING * Paint color will match existing.	Windows <input checked="" type="checkbox"/> Repaired Replaced* Altered Location SEE PHOTOS Existing Material Wood Existing Condition Not Original Configuration double- hung sash Width Varies Height Varies Depth 1-2"+/- *Historic windows, replacing less than 50% of building; poor condition. To be replaced with aluminum clad wood, existing wood trim to remain. Sizes and configurations as scheduled.	Doors <input checked="" type="checkbox"/> Repaired* Replaced Altered Location Entry Existing Material Vinyl Existing Condition Not Original Configuration details Width 2' - 6" Height 6' - 8" Depth 3' - 5" *All doors to be repaired; poor condition	Stoops/Rails <input checked="" type="checkbox"/> Repaired Replaced* Altered Existing Stoop Material wood Existing Condition Not Original Existing Treads 11 Width 6' - 3" Height 7' - 2" Depth 9' 2" Existing Rail Material metal *Being replaced due to poor condition	Masonry <input checked="" type="checkbox"/> Type of Work Repointing Location All visible facades Existing Material brick Existing Condition Original Type of Mortar to be Utilized Type N NOT APPLICABLE	Siding or Trim Work <input type="checkbox"/> Type of Work Location Existing Material Existing Condition Type of Material to be Utilized Refer to elevations for additional info.	Fence of Wall <input type="checkbox"/> Type of Work Location Existing Material Existing Condition Type of Material to be Utilized NOT APPLICABLE	Type Door x Location Front x Total Area x Material Width Mounting Style Depth Lighted EX. Dark Bronze 4" high				
	Project Address	Tax ID #	Historic District	Painting <input checked="" type="checkbox"/> Proposed Color*: Body MATCH EXISTING Trim MATCH EXISTING Sash Sierra Bronze Door MATCH EXISTING * Paint color will match existing.	Windows <input checked="" type="checkbox"/> Repaired Replaced* Altered Location SEE PHOTOS Existing Material Wood Existing Condition Original Configuration double- hung sash Width Varies Height Varies Depth 1-2"+/- *Historic windows, replacing less than 50% of building; poor condition. To be replaced with aluminum clad wood, existing wood trim to remain. Sizes and configurations as scheduled.	Doors <input checked="" type="checkbox"/> Repaired* Replaced Altered Location Entry Existing Material Vinyl Existing Condition Not Original Configuration details Width 3' - 0" Height 6' - 8" Depth 3' - 8" *All doors to be repaired; poor condition	Stoops/Rails <input checked="" type="checkbox"/> Repaired Replaced* Altered Existing Stoop Material wood Existing Condition Not Original Existing Treads 13 Width 5' - 9" Height 8' - 8" Depth 11' - 11" Existing Rail Material metal *Being replaced due to poor condition	Masonry <input checked="" type="checkbox"/> Type of Work Repointing Location All visible facades Existing Material brick Existing Condition Original Type of Mortar to be Utilized Type N Refer to elevations for additional info.	Siding or Trim Work <input type="checkbox"/> Type of Work Location Existing Material Existing Condition Type of Material to be Utilized Refer to elevations for additional info.	Fence of Wall <input type="checkbox"/> Type of Work Location Existing Material Existing Condition Type of Material to be Utilized NOT APPLICABLE	Type Door x Location Front x Total Area x Material Width Mounting Style Depth Lighted EX. Dark Bronze 4" high				
	Project Address	Tax ID #	Historic District	Painting <input checked="" type="checkbox"/> Proposed Color*: Body MATCH EXISTING Trim MATCH EXISTING Sash Sierra Bronze Door MATCH EXISTING * Paint color will match existing.	Windows <input checked="" type="checkbox"/> Repaired Replaced* Altered Location SEE PHOTOS Existing Material Wood Existing Condition Original Configuration double- hung sash Width Varies Height Varies Depth 1-2"+/- *Historic windows, replacing less than 50% of building; poor condition. To be replaced with aluminum clad wood, existing wood trim to remain. Sizes and configurations as scheduled.	Doors <input checked="" type="checkbox"/> Repaired* Replaced Altered Location Entry Existing Material Wood Existing Condition Not Original Configuration Width 3' - 6" Height 6' - 8" Depth 3' - 8" *All doors to be repaired; poor condition	Stoops/Rails <input checked="" type="checkbox"/> Repaired Replaced* Altered Existing Stoop Material wood Existing Condition Not Original Existing Treads 12 Width 5' - 9" Height 6' - 7.5" Depth 8' - 8" Existing Rail Material metal *Being replaced due to poor condition	Masonry <input checked="" type="checkbox"/> Type of Work Repointing Location All visible facades Existing Material brick Existing Condition Original Type of Mortar to be Utilized Type N Refer to elevations for additional info.	Siding or Trim Work <input type="checkbox"/> Type of Work Location Existing Material Existing Condition Type of Material to be Utilized Refer to elevations for additional info.	Fence of Wall <input type="checkbox"/> Type of Work Location Existing Material Existing Condition Type of Material to be Utilized NOT APPLICABLE	Type Door x Location Front x Total Area x Material Width Mounting Style Depth Lighted EX. Dark Bronze 4" high				
	Project Address	Tax ID #	Historic District	Painting <input checked="" type="checkbox"/> Proposed Color*: Body MATCH EXISTING Trim MATCH EXISTING Sash Sierra Bronze Door MATCH EXISTING * Paint color will match existing.	Windows <input checked="" type="checkbox"/> Repaired Replaced* Altered Location SEE PHOTOS Existing Material Wood Existing Condition Original Configuration double- hung sash Width Varies Height Varies Depth 1-2"+/- *Historic windows, replacing less than 50% of building; poor condition. To be replaced with aluminum clad wood, existing wood trim to remain. Sizes and configurations as scheduled.	Doors <input checked="" type="checkbox"/> Repaired* Replaced Altered Location Entry Existing Material Wood Existing Condition Original Configuration glass panes Width 3' - 4" (Pair) Height 6' - 8" Depth 4' - 10" *All doors to be repaired; poor condition	Stoops/Rails <input checked="" type="checkbox"/> Repaired Replaced* Altered Existing Stoop Material concrete Existing Condition Original Existing Treads 4 Width 21' - 6" Height 3' - 1" Depth 6' - 0" Existing Rail Material metal *Being replaced due to poor condition	Masonry <input checked="" type="checkbox"/> Type of Work Repointing Location All visible facades Existing Material brick Existing Condition Original Type of Mortar to be Utilized Type N Refer to elevations for additional info.	Siding or Trim Work <input type="checkbox"/> Type of Work Location Existing Material Existing Condition Type of Material to be Utilized Refer to elevations for additional info.	Fence of Wall <input type="checkbox"/> Type of Work Location Existing Material Existing Condition Type of Material to be Utilized NOT APPLICABLE	Type Door x Location Front x Total Area x Material Width Mounting Style Depth Lighted EX. Dark Bronze 4" high				