

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	3. Project Information	
Will the applicant be seeking St	ate or Federal Historic Tax Cred	its for this project?	□ No
Proposed Project Description:			
		r Information (if new constr	uction, skip to Part 5)
Select the type of work to be pe		Stoop/Rails \Box Masonry	☐ Siding or Trim Work
☐ Fence or Wall ☐ Othe		7.00p/ Nulls — Widsollly	_ staing of Trim Work
Painting			
Building Area / Feature	Proposed Color:	Brand:	Collection:
Body			
Trim			
Sash			
Door			
Other:			
(Include attachment of sample)	paint chips for all selected color.	s)	•
Windows			
Number of windows to be:	Repaired	Replaced A	Altered
Location (Use Window Diagram):		
Existing Window Material (woo	d, vinyl, etc.):	Existing Window Condition:	☐ Original ☐ Not Original ☐ Not Sure

Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6	5, etc.):											
Width:	Height:			Depth:								
If replacing, indicate the reason for replacement:				l								
If altering, describe any proposed change (material	l, configuration, size o	of opening, etc.):										
Doors												
Number of doors to be: Repaired	d Rep	olaced	Altered									
Location (Attach a diagram, if necessary):												
Existing Door Material (wood, vinyl, etc.):		Existing Door Condit	ion: 🗆 Orig	ginal 🗌 Not Or	iginal Not Sure							
Configuration (i.e. glass panes, divisions, decorative	e details and panels):											
Width:		Height:										
If replacing, indicate the reason for replacement:												
If altering, describe any proposed change (material	l, configuration, size o	of opening, etc.):										
Stoops/Rails												
Number of Stoops/Rails to be: Re	epaired	Replaced	Alter	red								
Existing Stoop Material (stone, wood, concrete, etc.	c.):	Existing Condition:	☐ Original	☐ Not Original	☐ Not Sure							
Existing Treds:		Width:	Depth:		Height:							
Existing Rail Material (iron, vinyl, wood, etc.):												
If replacing, indicate the reason for replacement:												
If altering, describe any proposed change (material	l, configuration, size o	of opening, etc.):										
Masonry												
Type of Work: ☐ Substantial Reconstruction ☐	Minor Repair Re	epointing										
Existing Material (brick, stone, concrete, etc.):		Existing Condition	n: 🗆 Origin	al 🗌 Not Origi	nal Not Sure							
Location (Attach a diagram, if necessary):												
Type of mortar to be utilized:												
Siding or Trim Work												
Type of Work: ☐ Full Residing ☐ Minor Repair	☐ Trim Work											
Existing Material (wood, stucco, vinyl, etc.):		Existing Condition	n: 🗆 Origin	al 🗌 Not Origin	nal Not Sure							
Location (Attach a diagram, if necessary):												
Type of material to be utilized:												
Fence or Wall												
Type of Work: Repair Replacement												
Existing Fence/Wall Material (masonry, wood, viny	ıl, etc.):	Existing Condition	n: 🗆 Origin	al Not Origin	nal 🗆 Not Sure							
Location (Attach a diagram, if necessary):		l										

Type of	material to be utilized:									
Other /	Additional Notes									
	Part 5. New	Construction or Ad	dition l	nformation (if repair only	, skip to Part 6)					
First Flo	oor Building Area (sq. ft.):		To	otal Gross Floor Area (sq. ft.):						
Front B	uilding Setback (ft.):		Fr	ontage Buildout (ft.):						
	g Height Feet:									
	Describe how the proposed construction will relate to the architectural scale, massing, volumes and styles represented within the applicable historic district:									
	Part 6	. Signage Informat	ion (if no	proposed signage, skip to	Part 7)					
	Type: ☐ Freestanding ☐ W	/all □ Projecting □ Av	vning	Location:						
Sign 1	Total Area:	Width:		Depth:	Projection from Wall:					
Jigii I	Material:		Mounting	ing Style:						
	Lighted: ☐ Yes ☐ No	f yes, describe:								
	Type: ☐ Freestanding ☐ W	/all □ Projecting □ Av	vning	res and ornamentation: O proposed signage, skip to Part 7) Location: Depth: Projection from Wall: g Style: Location: Depth: Projection from Wall:						
Sign 2	Total Area:	Width:		Depth: Projection from Wall:						
Jigii Z	Material:		Mounting	ig Style:						
	Lighted: ☐ Yes ☐ No I	f yes, describe:								
	Type: ☐ Freestanding ☐ W	/all □ Projecting □ Av	vning	Location:						
Cian 2	Total Area:	Width:		Depth: Projection from Wall:						
Sign 3	Material:		Mounting	g Style:						
	Lighted: ☐ Yes ☐ No	f yes, describe:								
	Type: ☐ Freestanding ☐ W	/all □ Projecting □ Av	vning	Location:						
Ciars 4	Total Area:	Width:		Depth: Projection from Wall:						
Sign 4	Material:		Mounting	ing Style:						
	Lighted: ☐ Yes ☐ No I	f yes, describe:								

Part 7. Submittal Requirement Checklist										
Required Documents Electronic Submission (.pdf) (Required Document Name)										
A. Required for All Certificate of Appropriateness Applications										
Master Application	1	Master Application								
Certificate of Appropriateness Application	1	COA								
Color photographs of the property in context with surrounding properties	1	Photos								
B. Required for Alteration or I	Repair App	olications								
Materials sample sheets showing color type, manufacturer, and item number of new materials being proposed	1	Material Sample Sheets								
Window Diagram	1	Window Diagram								
C. Required for New Construc	ction and A	Additions								
Elevation Drawings, drawn to scale	1	Elevations [YYYY]-[DD]-[MM]								
Floor Plans, drawn to scale	1	Floor Plan [YYYY]-[DD]-[MM]								
Vertical Building Section, drawn to scale	1	Vertical Building Section								
Building Rendering	1	Rendering [YYYY]-[DD]-[MM]								
D. Required for Signage Appl	ications									
Color Sign Rendering	1	Sign Rendering								
Sign Mounting Detail	1	Sign Mounting Detail								
Sign or Awning Material Information	1	Sign Awning Material Information								
E. Voluntary or Upon Reques	t									
Any additional information determined to be necessary by the Chief Planning Official	1	[Document Name]								
Electronic document submissions shall be sent via email to hrc@albanyny.gov , USB Flash Drive, or by another medium approved by the City of Albany Planning Staff. CD and DVD submissions are not										

HOME LEASING Certificate of Appropriateness Application

PROPERT	TY INFORMATION			4. ALTERATION OR REP	PAIR													6. SIGNAGE INFORMATION						
	Project Address	Tax ID #	Historic District	Painting 🗹	Windows 🗹			Doors 🗹			Stoops/Rails			Masonry 🗹		Siding or Trim Work	Fence of Wall	Type Door x						
	,			Proposed Color*:	Repaired	Location	SEE PHOTOS	Repaired*	Location	Entry	Repaired	Existing Stoop Mat	terial brownstone	Type of Work	Repointing	Type of Work	Type of Work	Location Front x						
				Body MATCH EXISTING	Replaced*	Existing Material	Wood	Replaced	Existing Material	Wood	Replaced*	Existing Condition		Location	All visible facades	Location	Location	Total Area Width						
				Trim MATCH EXISTING	Altered	Existing Condition	Original	Altered	Existing Condition	Original	Altered	Existing Treads	7	Existing Material	brick	Existing Material	Existing Material	Material Depth						
				Sash Sierra Bronze		Configuration	double- hung sash	1	Configuration	glass panes/panels		Width	5' - 4"	Existing Condition		Existing Condition	Existing Condition	Mounting Style						
1	78 Clinton		Ciliton Ave N	Door MATCH EXISTING		Width	Varies		Width	3' - 10" (Pair)		Hoight	5' - 4"	Type of Mortar to	ho	Type of Material to be	Type of Material to be Utilized	Lighted EX.						
		See Attached	I rearry connectin	WATCH EXISTING						, ,		Height	5 - 4 6' - 5"	Type of Mortar to	Type N	1	Type of Material to be offlized	Ligitied Ex.						
	Avenue		Square HD			Height	Varies		Height	6' - 8"		Depth		Utilized		Utilized								
				* Paint color will match	*Listoric windows	Depth replacing less than 50	1-2"+/-		Depth	3' - 5"		Existing Rail Mater	riai metai											
				existing.				*====	da a u ta la a u a u a i u a di u a		*Dain=			Defends alevati	f	NOT ADDITION F	NOT ADDITION F	Doub Droppe All high						
						eplaced with aluminum		Entry	door to be repaired; po	or condition	Being	replaced due to poor c	condition	Refer to elevati	ons for additional info.	NOT APPLICABLE	NOT APPLICABLE	Dark Bronze 4" high						
	Droject Address	Tax ID #	Historia District	Dainting [Windows	ain. Sizes and configura		Doors [Stoops/Rails 🗸			Masanny		Siding or Trim Work	Fence of Wall	Tuna						
	Project Address	Tax ID#	Historic District	Proposed Color*:		Location	SEE PHOTOS	Doors 🗸	Location			Existing Stoop Mat	tarial wood	Masonry Type of Work	Donainting	· ·		Type Door x						
				•	Repaired			Repaired*		Entry	Repaired			l	Repointing	Type of Work	Type of Work	Location Front x						
				Body MATCH EXISTING	Replaced*	Existing Material	Wood	Replaced	Existing Material	Vinyl	Replaced*	Existing Condition	-	Location	All visible facades	Location	Location	Total Area Width						
				Trim Match existing	Altered	Existing Condition	Not Original	Altered	Existing Condition	Not Original	Altered	Existing Treads	11	Existing Material	brick	Existing Material	Existing Material	Material Depth						
2	133 Clinton		Clinton Ave N	Sash Sierra Bronze		Configuration	double- hung sash		Configuration	details		Width	6' - 3"	Existing Condition	Original	Existing Condition	Existing Condition	Mounting Style						
7		See Attached	Pearl / Clinton	Door MATCH EXISTING		Width	Varies		Width	2' - 6"		Height	7' - 2"	Type of Mortar to	be Type N	Type of Material to be	Type of Material to be Utilized	Lighted EX.						
	Avenue	0007111401104	Square HD			Height	Varies		Height	6' - 8"		Depth	9' 2"	Utilized	турети	Utilized								
	/wende		Square 11D	* Paint color will match		Depth	1-2"+/-		Depth	3' - 5"		Existing Rail Mater	rial metal											
					*Historic windows,	replacing less than 50	% of building; poor																	
				existing.	condition. To be re	placed with aluminum	clad wood, existing	*All do	oors to be repaired; poo	or condition	*Being	replaced due to poor c	condition	NOT	APPLICABLE	Refer to elevations for additional info.	NOT APPLICABLE	Dark Bronze 4" high						
					wood trim to rema	ain. Sizes and configura	ations as scheduled.																	
	Project Address	Tax ID #	Historic District	Painting 🗸	Windows 🗸			Doors 🗸			Stoops/Rails 🗸			Masonry 🗸		Siding or Trim Work	Fence of Wall	Type Door x						
				Proposed Color*:	Repaired	Location	SEE PHOTOS	Repaired*	Location	Entry	Repaired	Existing Stoop Mat	terial wood	Type of Work	Repointing	Type of Work	Type of Work	Location Front x						
				Body MATCH EXISTING	Replaced*	Existing Material	Wood	Replaced	Existing Material	Vinyl	Replaced*	Existing Condition	Not Original	Location	All visible facades	Location	Location	Total Area Width						
				Trim MATCH EXISTING	Altered	Existing Condition	Original	Altered	Existing Condition	Not Original	Altered	Existing Treads	13	Existing Material	brick	Existing Material	Existing Material	Material Depth						
	303 Clinton		al	Sash Sierra Bronze		Configuration	double- hung sash		Configuration	details		Width	5' - 9"	Existing Condition	Original	Existing Condition	Existing Condition	Mounting Style						
2			Clinton Ave N	Door MATCH EXISTING		Width	Varies		Width	3' - 0"		Height	8' - 8"	Type of Mortar to		Type of Material to be	Type of Material to be Utilized	Lighted EX.						
J		See Attached	really chilton	DOOL WATCH EXISTING		Height				6' - 8"		Depth	11' - 11"	Type of Mortar to	Type N	1 **	Type of Material to be offlized	Ligitied Ex.						
	Avenue		Square HD				Varies 1-2"+/-		Height	3' - 8"		'		Utilized		Utilized								
				* Paint color will match	*Historic windows	Depth replacing less than 50			Depth	3 - 8		Existing Rail Mater	riai metai											
				existing.	· ·	placed with aluminum	· ,	* 11 4	oors to be repaired; poo	or condition	*Poing	replaced due to poor c	condition	Pofor to alovati	ons for additional info.	Refer to elevations for additional info.	NOT APPLICABLE	Dark Bronze 4" high						
						ain. Sizes and configura	,	All do	ors to be repaired, poc	or condition	Dellig	replaced due to poor c	Condition	Neier to elevativ	ons for additional line.	Refer to elevations for additional line.	NOT AFFEICABLE	Dark Bronze 4 Tilgir						
	Project Address	Tax ID #	Historic District	Painting 🗸	Windows 🗸	alli. Sizes allu Colliguia	ations as scheduled.	Doors 🗸			Stoops/Rails 🗸			Masonry 🗸		Siding or Trim Work	Fence of Wall	Type Door x						
		ran io ii	111010110 21011101	Proposed Color*:	Repaired	Location	SEE PHOTOS	Repaired*	Location	Entry	Repaired	Existing Stoop Mat	terial wood	Type of Work	Repointing	Type of Work	Type of Work	Location Front x						
				Body MATCH EXISTING	Replaced*	Existing Material	Wood	Replaced	Existing Material	Wood	Replaced*	Existing Condition		Location	All visible facades	Location	Location	Total Area Width						
								Trim MATCH EXISTING	Altered	Existing Condition		1	Existing Condition	Not Original	Altered		12	Existing Material	brick	Existing Material	Existing Material	Material Depth		
					Aitereu		Original	Altered		Not Original	Aitereu	Existing Treads	12											
Λ	307 Clinton			Clinton Ave N	Sash Sierra Bronze		Configuration	double- hung sash		Configuration			Width	5' - 9"	Existing Condition	Original	Existing Condition	Existing Condition	Mounting Style					
4		See Attached	Pearl / Clinton	Door MATCH EXISTING		Width	Varies		Width	3' - 6"		Height	6' - 7.5"	Type of Mortar to	be Type N	Type of Material to be	Type of Material to be Utilized	Lighted EX.						
	Avenue		Square HD			Height	Varies		Height	6' - 8"		Depth	8' - 8"	Utilized	772	Utilized								
										* Paint color will match		Depth	1-2"+/-		Depth	3' - 8"		Existing Rail Mater	rial metal					
								existing.	*Historic windows, replacing less than 50% of building; poor															
				existing.	condition. To be replaced with aluminum clad wood, existing		*All do	oors to be repaired; poo	or condition	*Being	replaced due to poor c	condition	Refer to elevati	ons for additional info.	Refer to elevations for additional info.	NOT APPLICABLE	Dark Bronze 4" high							
						ain. Sizes and configura																		
	Project Address	Tax ID #	Historic District		Windows 🗸			Doors 🗸	1.		Stoops/Rails 🗸			Masonry 🗸		Siding or Trim Work	Fence of Wall	Type Door x						
				Proposed Color*:	Repaired	Location	SEE PHOTOS	Repaired*	Location	Entry	Repaired	Existing Stoop Mar		Type of Work	Repointing	Type of Work	Type of Work	Location Front x						
				Body MATCH EXISTING	Replaced*	Existing Material	Wood	Replaced	Existing Material	Wood	Replaced*	Existing Condition	Original	Location	All visible facades	Location	Location	Total Area Width						
				Trim Match existing	Altered	Existing Condition	Original	Altered	Existing Condition	Original	Altered	Existing Treads	4	Existing Material	brick	Existing Material	Existing Material	Material Depth						
			Clinton Avo. N	Sash Sierra Bronze		Configuration	double- hung sash		Configuration	glass panes		Width	21' - 6"	Existing Condition	Original	Existing Condition	Existing Condition	Mounting Style						
5		Con Awards - I	Ciliton Ave N	Door MATCH EXISTING		Width	Varies		Width	3' - 4" (Pair)	1	Height	3' - 1"	Type of Mortar to	be	Type of Material to be	Type of Material to be Utilized	Lighted EX.						
		See Attached	reall / Cilliton			Height	Varies		Height	6' - 8"	1	Depth	6' - 0"	Utilized	Type N	Utilized	7,7-2							
	Avenue		Square HD			Depth	1-2"+/-		Depth	4' - 10"	1	Existing Rail Mater												
				* Paint color will match	*Historic windows	, replacing less than 50			Берит	-T 10		EVISCILIE IVALI INITICE	iidi ilictai											
				existing.		placed with aluminum		* 11 4	oors to be repaired; poo	or condition	*Roing	replaced due to poor c	condition	Refer to elevati	ons for additional info.	Refer to elevations for additional info.	NOT APPLICABLE	Dark Bronze 4" high						
								All uc	ors to be repaired, pot	7 Condition	Dellig	replaced due to pool c	Condition	incier to elevati	ons for additional lillo.	herer to elevations for additional lillo.	NOT AFFLICABLE	Dark Bronze 4 Trigit						
	I		I		wood trim to rema	ain. Sizes and configura	itions as scheduled.																	