



FOR STAFF USE ONLY		
Project # (major only):	COA #:	
COA Classification Type:	Minor	Major

## 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: 199 Lark St. Albany NY 12210 Tax ID #: 010100 65.80-3-25

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: Repair / Replace the entire inside of building, possible extend the back of house on the 3rd floor, which is not visible to Lark St. Replace deteriorated windows, vinyl siding on the 2nd / 3rd floor, repair / keep the first floor aluminum siding, window & door.

### 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	Light Tan		
Trim	Walnut		
Sash	Walnut		
Door	Walnut		
Other:			

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

#### Windows

Number of windows to be: 1 Repaired 4 Replaced      Altered

Location (Use Window Diagram): 1 First Floor Repair, 4 2nd / 3rd Floor Window Replaced

Existing Window Material (wood, vinyl, etc.): vinyl Existing Window Condition:  Original  Not Original  Not Sure

Configuration (i.e., double-hung sash, 2/2, 6/1, 6/6, etc.):

Width: 95" Height: 53" Depth:

If replacing, indicate the reason for replacement:  
existing windows are deteriorated.

If altering, describe any proposed change (material, configuration, size of opening, etc.):

**Doors**

Number of doors to be: 2 ~~Repaired~~ Keep Replaced Altered

Location (Attach a diagram, if necessary): First Floor

Existing Door Material (wood, vinyl, etc.): Aluminum Existing Door Condition:  Original  Not Original  Not Sure

Configuration (i.e. glass panes, divisions, decorative details and panels): Keep/Repair the 2 existing doors

Width: 36" & 42" Height: & paint the door if necessary

If replacing, indicate the reason for replacement:

If altering, describe any proposed change (material, configuration, size of opening, etc.):

**Stoops/Rails**

Number of Stoops/Rails to be:        Repaired        Replaced        Altered

Existing Stoop Material (stone, wood, concrete, etc.): Existing Condition:  Original  Not Original  Not Sure

Existing Treads: Width: Depth: Height:

Existing Rail Material (iron, vinyl, wood, etc.): Existing Rails:  Original  Not Original  Not Sure

If replacing, indicate the reason for replacement:  
Keep existing Railing NO work proposed

If altering, describe any proposed change (material, configuration, size of opening, etc.):

**Masonry**

Type of Work:  Substantial Reconstruction  Minor Repair  Repointing

Existing Material (brick, stone, concrete, etc.): Existing Condition:  Original  Not Original  Not Sure

Location (Attach a diagram, if necessary): NO work proposed

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.): Vinyl Existing Condition:  Original  Not Original  Not Sure

Location (Attach a diagram, if necessary): entire front elevation (except the first floor existing)

Type of material to be utilized: Concrete siding aluminum siding to stay

**Fence or Wall**

Type of Work:  Repair  Replacement

Existing Fence/Wall Material (masonry, wood, vinyl, etc.): Existing Condition:  Original  Not Original  Not Sure

Location (Attach a diagram, if necessary): NO work proposed

Type of material to be utilized:

Other / Additional Notes

N.A.

**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:

Not Applicable

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: <i>Not decided yet.</i>		
Sign 2	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:		
Sign 3	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:		
Sign 4	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 checked="" type="checkbox"/> Master Application	1	Master Application
<input checked="" type="checkbox"/> Certificate of Appropriateness Application	1	COA
<input checked="" 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 [hrc@albanyny.gov](mailto:hrc@albanyny.gov), USB Flash Drive, or by another medium approved by the City of Albany Planning Staff. CD and DVD submissions are not accepted.