

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:	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 (wood, vinyl, etc.):	Existing Window Condition: <input type="checkbox"/> Original <input type="checkbox"/> Not Original <input type="checkbox"/> Not Sure
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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.):
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Front Building Setback (ft.):	Frontage Buildout (ft.):
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Building Height	Feet:	Stories:
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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:	
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 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.			