

APPLICATION FOR CERTIFICATE
CITY OF BUFFALO HISTORIC PRESERVATION BOARD
901 CITY HALL BUFFALO, NY 14202
P (716) 851-4064 F (716) 851-4385

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|---|
| For City Use Only |
| Permit # _____ |
| District: _____ |
| Blue Form: <input type="checkbox"/> Yes <input type="checkbox"/> No |

Property Address: _____ Zip Code: _____ Date: _____

Applicant: _____ Phone: _____

Email Address: _____

Owner (If Different from Applicant): _____

Owner Address: _____ Estimated Project Cost: \$ _____

Is this an application for a Demolition of a Landmark or Structure in a Historic District? Yes (\$500 application fee)

Is the Property Owner-Occupied? Yes (No application fee) No (\$26.25 fee under \$10K, \$57.75 fee over \$10K)

Is the owner seeking, or has sought, the Historic Rehabilitation Tax Credit? Yes No Request more information

Submission Requirements

- Materials must be submitted at least 8 days prior to the following Preservation Board Meeting. The Preservation Board meets on alternating Thursdays at 3pm in Room 901 City Hall.
- Applications for demolitions require submission 18 days prior to the Preservation Board Meeting.
- Please submit 12 copies of all application materials.
- Incomplete applications will be filed until all necessary materials are received.

Please include the information requested below, based on the type of project

Windows/Doors/Siding

- Written description of proposed work, including details on size, type, material and color of existing windows/doors/siding and the proposed new windows/doors/siding, if applicable
- "Cut Sheet" or specification sheet for proposed new windows, doors, siding, if applicable.
- Color photographs (printed or digital) showing the front of the property and the area where the windows/doors/siding will be installed.

Roofing

- Written description of proposed work, including type, material and color of the existing roof and the proposed new roof.
- Color photographs (printed or digital) showing at least two sides of the property, including a view of the existing roofing materials.
- Photograph, brochure or sample of proposed new roofing material.

Fences

- Written description of proposed work including size, type, material and color of existing and proposed new fence.
- Color photographs (printed or digital) showing the front of the property and the area(s) where the fence will be located.
- Site plan (drawn to scale) or survey showing where the proposed new fence will be located.
- Photograph, brochure or sample of proposed new fence.

Signs/Awnings

- Written description of proposed work, including size, type, material and color of proposed new sign/awning.
- Color photographs (printed or digital) showing the front of the property and the area where the sign/awning will be located.
- Sketch or drawing of proposed sign or awning, including size, type, material and color. It is helpful to provide a sketch that includes a drawing or photo of the building.
- For detached signs, site plan (drawn to scale), sketch or survey showing location of proposed sign.

Landscaping/Site Features

- Written description of proposed work.
- Color photographs (printed or digital) showing the front of the property and the area(s) where the landscaping will be located.
- Site plan (drawn to scale) or sketch showing location of proposed landscaping.
- Description, photos or sketches of proposed plants, trees or other landscaping elements such as benches, gazebos, decks or walkways.

New Construction/Additions/Porches/Decks

- Written description of proposed work.
- Color photographs (printed or digital) showing all four sides of the property, and the area(s) where the addition/new construction will be located.
- Site plan (drawn to scale) showing all new construction and its relationship to surrounding building(s).
- Plans and elevation drawings drawn to scale that show the new addition and its relationship to the existing building.
- Description, samples or brochures of proposed materials to be used on addition, including description of size, type, material and color.
- "Cut sheet" or specification sheet for proposed new materials, if applicable.

Demolition

- Written statement stating the reason for demolition and future plans for the building/site.
- Detailed color photographs (printed or digital) showing interior and exterior views.
- Other supporting documentation – an engineer's report detailing the condition of the structure is highly recommended.

Other Work

- Written description of proposed work.
- Color photographs (printed or digital) showing at least two sides of the property.

Written description of Proposed Work (attach additional sheets if more space is needed)

Signature of Applicant: _____

Date: _____