

Village of Montour Falls, Glorious T Historic District Overlay Zone
Certificate of Appropriateness Application

Part 1: Application Notes
<p>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 property within the Glorious T Historic District Overlay Zone.</p> <p>The Planning Board may determine whether proposed work constitutes ordinary maintenance and repair for which a certificate of appropriateness is not required, this work may include minor exterior work, such as exterior maintenance and repair, change of paint color, and work considered replacement-in kind.</p> <p><i>Note: A pre-application meeting is available upon request prior to submitting this application.</i></p>

Part 2: Applicant Information						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-right: 1px solid black; padding: 5px;">Name:</td> <td style="width: 33%; border-right: 1px solid black; padding: 5px;">Phone:</td> <td style="padding: 5px;">Email:</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Mailing Address:</td> </tr> </table>	Name:	Phone:	Email:	Mailing Address:		
Name:	Phone:	Email:				
Mailing Address:						

Part 3: Property Information	
Project Address:	Tax ID#
	Building Permit Application #

Part 4: Project Information	
Proposed work includes (check all that apply):	
<ul style="list-style-type: none"> • Alteration: Primary Structure • Addition • Accessory Structure • New Construction 	<ul style="list-style-type: none"> • Alteration: Accessory Structure • Site Changes (paving, fencing, patios, etc.) • Signage • Demolition
Proposed Project Description	

Part 5: Required Public Notification

Upon application for a Certificate of Appropriateness, a public notice of the proposal must be posted by the owner or owner’s representative on the property for a minimum of 10 days. This notice must remain in place until a decision to approve or deny the Certificate of Appropriateness has been made.

The notice shall specify the proposed work, the time and place of the public hearing and to whom and by when any public comments are to be communicated. The notice must be placed at or near the property line in the front yard, so it is plainly visible from the street, and, in cases where a property has frontage on more than one street, an additional sign must be placed at or near the property line on any additional street frontage.

An applicant may create their own signs, as long as the following required content is included, and the signs have dimensions of at least 18”x23”:

PROPOSED EXTERIOR OR SITE ALTERATIONS TO THIS PROPERTY WILL BE REVIEWED BY THE MONTOUR FALLS PLANNING BOARD ON [INSERT DATE], BEGINNING AT 7:00 p.m. IN THE VILLAGE HALL. PUBLIC COMMENT MAY BE SUBMITTED IN ADVANCE OF, OR DURING, THE ABOVE REFERENCED PUBLIC HEARING. FOR MORE INFORMATION CONTACT: clerk@villageofmontourfalls.com or (607) 535-7367.

Applicant’s Statement:

I understand incomplete applications cannot be processed and will result in delay. This application is complete to the best of my knowledge and includes the following attachments (check all that apply):

- photographs of existing conditions
- elevation drawings of proposed changes, if available
- elevation drawings or proposed changes, if available
- perspective drawings, including relationship to adjacent properties, if available
- samples of building materials to be used, including their; proposed color
- scale drawings of any proposed signs or lettering, including all dimensions and colors, typeface, illumination details, and a plan showing the sign’s location on the property
- other (specify):

Applicant’s Signature (REQUIRED):

Date:

STAFF USE ONLY:

Date Received:

Staff Review: yes no

Approved: yes no

Date of Public Hearing: