



Schenectady Historic District Commission

Filing Instructions

Submit this application to the Department of Development, Room 14, 105 Jay Street, City Hall, Schenectady, NY 12305. The applicant or their designee **MUST** be in attendance at the scheduled meeting to present their application to the Commission.

Please check the appropriate project box(es) and submit ALL materials listed, including a written project description, and any other supporting materials. **YOU MUST SUBMIT 9 COPIES OF ALL MATERIALS, PHOTOGRAPHS, AND COLOR SAMPLES, AS WELL AS THE FILING FEE, ON OR BEFORE THE MONTHLY DEADLINE. INCOMPLETE OR LATE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA.**

For further information on the approval process, please contact Assistant Planner Rima Shamieh at (518)382-5199 ext. 5388 or (518) 382-5147.

Filing fees: Residential applications - \$10
Commercial applications - \$40

Check, cash, and major credit cards are accepted. Make checks payable to the City of Schenectady.

revised 12/2/15

Historic District Commission
City of Schenectady – Application for a Certificate of Approval

Date: _____

Owner: _____ Applicant if different than Owner: _____

Address of Owner: _____

Address of Affected Property: _____

Phone: (Home) _____ (Work) _____ E-mail: _____

Use of Property: ___ Commercial ___ Residential - Number of Units: _____

Property Zoning (check w/ City Staff) _____

Does your proposal require any Zoning or Planning approvals? _____

Painting

- Color Photograph(s) showing the four sides of the property and detailed photos of trim and detail work.
- Description of painting work to be done and samples of colors to be used.

Fences

- Color photograph(s) showing the four sides of the property and additional coverage of the affected area.
- Scaled sketch, drawing, or photograph of proposed fence: include all dimensions, samples of colors, and descriptions of materials to be used and any applicable hardware for mounting.
- Plot plan (drawn to scale) showing location on the property the proposed fence will be installed.

Roofing

- Color photograph(s) showing the four sides of the property and additional coverage of the affected area.
- Descriptions, samples and/or specifications indicating materials and colors to be used on the exterior of proposed roof, including roof flashing and trim.

Landscaping

- Color photograph(s) showing the four sides of the property and additional coverage of the affected area.
- Plot plan (drawn to scale) of the property showing where the new landscaping will be located.
- Description and images of plants, trees, and other landscaping elements (decks, gazebos, garden structures, walkways, etc) proposed to be added.

Signs

- Color photograph(s) showing the four sides of the property and additional coverage of the affected area.
- Scaled sketch, drawing, or photograph of proposed sign and post design, if applicable: include all dimensions, type and style of lettering, samples of colors, and description of materials to be used including any applicable hardware for mounting.
- Sketch or plot plan (drawn to scale) of proposed sign location on building or premises.
- Description of any lighting proposed including lamp type, mounting, wattage, location and appearance of fixture.

New Construction / Addition

- Plot plan (drawn to scale) showing all new construction and its relationship to existing building(s) on the proposed site.
- Plans and elevation drawings (drawn to scale) of proposed addition and its relationship to existing building(s) showing proposed design of new construction or new addition.
- Descriptions, samples and/or specifications indicating materials and colors to be used on the exterior of the proposed new structure or addition.

Windows (New or Storm)

- Color photograph(s) covering the four sides of the property that also indicate the existing affected windows.
- Pictures or brochures of the proposed windows including details on the size, type, materials, and color.

*** OVER FOR ADDITIONAL OPTIONS**

