



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 3 COLLATED PACKETS OF THE APPLICATION AND ALL SUPPORTING DOCUMENTATION, 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 the Department of Development at (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 08/24/18

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

Date: _____

Owner: _____ Applicant, if different than Owner: _____

Address of Affected Property: _____

Address where correspondence should be sent, including addressee name: _____

Phone 1: _____

Phone 2: _____

E-mail: _____

Use of Property: _____ Number of Commercial Units; _____ Number of Residential Units

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**

