

Certificate of Appropriateness Application Instructions
Salem, New York
Historic Preservation Commission

Instructions to applicant:

In compliance of Section 6: "Certificate of Appropriateness," and Section 14 and 15, "Demolition," of the Historic Preservation Law No 2, February 27, 2017, you must file an application with the Historic Preservation Commission if you are planning to carry out exterior alteration, restoration, reconstruction of the building's façade, or demolition, new construction, or moving of a landmark or property, requiring a building permit, demolition permit, or any other permit, within the historic district. Likewise, no construction that affects the appearance and cohesiveness of a historic resource shall be undertaken without a certificate of appropriateness from the Commission.

An application package is available from the Town Clerk or the HPC Chairperson at 518-854-3277 or 518-854-3527 respectively.

Your request for review must be made 14 days prior to the regular scheduled meeting which is held on the third Monday of the month at 4 P. M. in the archive room in the Courthouse Community Center on East Broadway.

1. Complete the "Application for Certificate of Appropriateness" form.
2. Complete the front side of the "Short Environmental Assessment" form.
3. Complete the "Demolition Application" form if applicable.
4. Complete a "Building Permit Application," if applicable, and present it with other documentation such as maps, design drawings, blueprints, etc. that will describe the project.
5. Complete the "Agency Designation" form if you are the owner of record but are using an agent (contractor, lawyer etc.) to represent you at the meeting. Please sign and have the form notarized.
6. Please submit three copies of the application for review.
7. The Historic Preservation Commission will review the application. If accepted the application, with or without a public hearing, will be placed on the agenda for further review at the next meeting.
8. Within 30 days, following the final review meeting, the Commission will send you a letter of approval, approval with modifications, or disapproval.
9. Applicants must appeal in writing within 15 days of the Commission's decision to the Town Board.

Items not normally requiring a **Certificate of Appropriateness** but reviewed by the Historic Preservation Commission in the spirit of cooperativeness are:

- The use of your commercial or residential building; this is determined by the Town Zoning Board of Appeals.
- Interior changes to your building, with the exception being of interiors designated as historic.
- Exterior changes not visible from the public right of way.
- Ordinary maintenance on the property.