



Planning Board
600 Main Street
Medina, NY 14103

PHONE 585-798-0770

FAX 585-798-5018

CERTIFICATE OF APPROPRIATENESS APPLICATION

It is the responsibility of the applicant to complete this form in its entirety, including all required attachments, and as precisely as possible. Failure to submit a complete application may result in a delay in being placed on the agenda or a delayed decision from the Board.

PROPERTY ADDRESS: _____

TAX MAP IDENTIFICATION NUMBER: _____

APPLICANT INFORMATION

NAME _____ ADDRESS _____

PHONE _____
City _____ State _____ ZIP _____

FAX _____ E-MAIL _____

OWNER INFORMATION

(complete only if applicant is not the owner of the property)

NAME _____ ADDRESS _____

PHONE _____
City _____ State _____ ZIP _____

FAX _____ E-MAIL _____

RELATIONSHIP OF APPLICANT TO PROPERTY:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> CONTRACT PURCHASER | <input type="checkbox"/> CONTRACTOR |
| <input type="checkbox"/> ARCHITECT/ENGINEER | <input type="checkbox"/> LESSEE |

OFFICE USE ONLY

RECEIVED BY: _____ DATE/TIME RECEIVED: _____

ZONING: _____

AGENDA DATE: _____ FILING DEADLINE: _____

DESCRIPTION OF PROPOSED ACTION

(detail the proposed exterior work to be completed, include specific details on material, design and color)

DESCRIPTION OF EXISTING CONDITION

(for rehabilitation, reconstruction and demolition only – describe the existing condition of the area that is proposed to be altered)

COMPATIBILITY WITH HISTORIC CHARACTER

(describe the manner by which the proposed alteration will be compatible with the architecture of the property and the surrounding neighborhood)

APPLICATION ATTACHMENTS

To ensure appropriate and timely review of the application, please provide the following additional documentation in support of the application. Failure to provide all of the applicable materials listed below may result in a delay in scheduling the application for review by the Historic Preservation Board.

- ☐ Detailed site plan for new construction, demolition, fences and landscaping
- ☐ Photographs
- ☐ Details on proposed alterations (color/product samples, manufacturers specifications,
- ☐ Elevation and perspective drawings, including relationship to adjacent properties

APPLICANT/OWNER AFFIRMATION

I, THE UNDERSIGNED, DO HEREBY AFFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND I FURTHER UNDERSTAND THAT INTENTIONALLY PROVIDING FALSE OR MISLEADING INFORMATION IS GROUNDS FOR IMMEDIATE DENIAL OF MY APPLICATION.

FURTHERMORE, I UNDERSTAND THAT I (OR A DESIGNATED REPRESENTATIVE) MUST BE PRESENT AT THE MEETING TO REPRESENT THE APPLICATION AND RESPOND TO ANY QUESTIONS FROM THE BOARD MEMBERS.

Signature (Applicant)

DATE

IF APPLICANT IS NOT THE OWNER OF RECORD FOR SUBJECT PARCEL:

I, THE UNDERSIGNED, HEREBY AFFIRM THAT I AM THE OWNER OF RECORD FOR THE SUBJECT PARCEL AT THE TIME OF APPLICATION. FURTHERMORE, I AM FAMILIAR WITH THE REQUEST BY THE APPLICANT AND AUTHORIZE SAID APPLICANT TO REPRESENT THE INTEREST OF THE OWNER(S) IN FURTHERANCE OF THE REQUEST.

Signature (Owner)

DATE

Regular meetings of the Historic Preservation Board are generally held on the first Monday of every month. The meetings are held at 7:00 PM in the Council chambers on the first floor of City Hall. Applicants will receive a reminder notice in the mail approximately one (1) week prior to the meeting.