

**CITY OF PEEKSKILL, NY**  
Department of Planning & Development  
City Hall, 2<sup>nd</sup> Floor - 840 Main Street  
Peekskill, NY 10566  
Phone: (914) 293-0916

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)**

*Historic & Landmarks Preservation Board (HLPB)*

**PROJECT ADDRESS:** \_\_\_\_\_ **SECTION-BLOCK-LOT:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address (with zip code): \_\_\_\_\_

E-mail address: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: (with zip code) \_\_\_\_\_

**OCCUPANT:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address (with zip code): \_\_\_\_\_

**ARCHITECT/CONTRACTOR/AGENT:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address (with zip code): \_\_\_\_\_

E-mail address: \_\_\_\_\_

**CURRENT USE OF PROPERTY and NAME OF BUSINESS:**

\_\_\_\_\_

**PROPOSED USE | PROPOSED BUSINESS NAME:**

Same as above \_\_\_\_\_ Other (specify): \_\_\_\_\_

**DESCRIPTION OF PROPOSED WORK:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**

# APPLICATION INSTRUCTIONS FOR A CERTIFICATE OF APPROPRIATENESS (COA)

Please meet with Jessica Youngblood (Planning Department) to review and verify application submission details before application completion and plan preparation. If applying for a sign COA, you must pay the Building Department fee for a Sign Permit before submitting this COA application.

## BUILDING DEPARTMENT FEES

Please contact the Building Department at (914)-734-4140 for building and sign permit application questions.

## APPLICATION FEES FOR A COA

- For façade changes, site improvements, and/or new construction: **\$150.00** due at time of application submission.
- Sign installation or painting: **\$50.00**.
- \* All checks are made payable to City of Peekskill.
- \* Penalty for work commencement or completion without a COA results in *double* the application fee as described above.

### **A. Initial Submission for ALL applications is due 16 business days before scheduled meeting.**

- One (1) signed application form (with fee) and Letter of Joinder (if applicant is not the property owner).
- One (1) copy of paid Sign Permit Application (if applying for a sign).
- Color photographs of building exterior (all elevations with proposed changes; photos showing material(s) details).
- Color photographs of adjacent buildings.
- One (1) copy of plans and drawings, sample colors, and product information for preliminary review (see **C** below).

### **B. Second Submission for ALL applications is due 11 business days before scheduled meeting.**

- After the initial review is satisfactory, please submit twelve (12) copies of required plans/drawings, color photos, sample colors, product info, etc., sorted into 12 packets (do not include application forms).

### **C. Submission Requirements:**

#### **1. For façade and storefront renovations:**

- Scaled drawing(s) of façade(s) with all dimensions and proposed changes labeled. Cross sections (profile) of new details such as cornices, storefronts and windows. Proposed new materials and colors must be clearly identified on the drawing. Attach actual color samples. Indicate existing materials that will be removed or repaired.
- Samples of proposed materials and/or manufacturer's catalog/cut sheet. Samples of existing materials to be matched, if available. Samples will not be returned.
- Identify the age of the building and submit old photos. Contact the City Historian at 914-736-0473.

#### **2. For exterior painting:**

- Paint manufacturer's color samples. Show location(s) of color(s) on drawing or photo of building.

#### **3. For signs and awnings:**

- Color drawing of sign or awning (including profile) with all dimensions provided, including lettering.
- Actual color samples (color chips) attached to each of the twelve (12) submission copies.
- Indicate proposed location on a photo of the building, with dimensions of the sign clearly marked.
- Indicate sign material and proposed attachment method details and dimensions.

#### **4. For lighting:**

- Indicate proposed location, lighting fixture with manufacturer's details (dimensions, color, material(s), etc.) including attachment method.

**5. For site improvements:**

- a. Provide a scaled site plan with items to be added or removed, including but not limited to fences, walls, walks, driveways, landscaping, accessory buildings, etc. [See C.1 for additional information.]

**6. For new construction:**

- Provide a site plan including adjacent properties, all elevations, streetscape photos with new building superimposed, and #1-5 above where applicable.

**MEETING DATES**

The Historic and Landmarks Preservation Board (HLPB) generally holds regular meetings on the fourth Thursday of each month at 7:30 p.m. in City Hall Council Chambers, unless otherwise published. The Applicant and/or a representative should attend the meeting to present the application and to answer any questions.

Please call (914)-293-0916 or email Jessica Youngblood at [jyoungblood@cityofpeekskill.com](mailto:jyoungblood@cityofpeekskill.com) to verify dates and times of meeting and submittal dates.