

## APPLICATION INSTRUCTIONS FOR A CERTIFICATION OF APPROPRIATENESS (COA)

**ALL APPLICATIONS MUST INCLUDE A COPY OF THE SIGNED DENIAL LETTER ISSUED FROM THE BUILDING DEPARTMENT BEFORE BEGINNING THE COA PROCESS.**

**Applicants applying for a Sign COA permit must first apply for a sign permit through the Building Department and remit for a Sign Permit through the Historic Board COA process. All inquiries, questions, and applications ready for submission can be sent to Atticus Lanigan at [alanigan@cityofpeekskill.com](mailto:alanigan@cityofpeekskill.com)**

### **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: **\$250.00** due at time of application submission.
- Sign installation or painting: **\$75.00**.

\*\*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 must include the following:**

- One (1) signed COA 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 plan or elevation drawing, cross section, materials and color sheet as described in Section C. *Submission Requirements* below.
- Brief letter/memo describing scope of work.

#### **B. Additional Application Submission(s):**

1. After the initial review is satisfactory, submit twelve (12) copies of COA Application, Sign Permit (if required), description of work, required plans/drawings, color photos, sample colors, product info, and similar. The submission must be sorted into 12 packets.

\*\*The final application must be certified as complete prior to appearance before the HLPB.

#### **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.
  - If possible, identify the age of the building and submit old photos. Contact the Peekskill Museum.
2. **For exterior painting:**
    - Existing photos of affected building and adjacent building.
    - Paint manufacturer's color samples.
    - Image demonstration the location(s) of proposed paint color(s) changes.
  3. **For signs and awnings:**
    - Color drawing of sign or awning (including profile) with all dimensions provided.
    - Scaled detail of lettering with all text and spacing dimensions.
    - 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:**
    - Provide a scaled site plan with items to be added or removed, including by not limited to fences, walls, walks, driveways, landscaping, accessory buildings, etc. [See C. for additional information.]
  6. **For new construction:**
    - Provide a site plan including adjacent properties, all elevations, streetscape photos with new building/structures 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 email [alanigan@cityofpeekskill.com](mailto:alanigan@cityofpeekskill.com) if you have additional questions.