



Department of Planning, Housing & Community Development

Mayor, Matthew T. Ryan
Director, Tarik Abdelazim

ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS APPLICATION

PROCEDURES

Application Requirements

All Applications must be complete, including materials listed on the reverse side of this form at time of submission. Incomplete applications will be returned and will not be reviewed.

Submission of Application

Completed applications shall be submitted to the Department of Planning, Housing & Community Development during regular business hours. The department is located on the 4th Floor, City Hall, 38 Hawley Street, Binghamton, NY, 13901.

Review of Application

Staff may not be available to review applications immediately upon submission; however, a reasonable effort will be made to complete the review within five (5) business days of receiving complete applications. The applicant will be notified of the decision.

Denial of Application

If the project is determined to not meet the standards and requirements for administrative approval, the Administrative Certificate of Appropriateness application shall be denied. The project will then be referred to the Commission on Architecture & Urban Development (CAUD) for review and placed on their next available agenda. CAUD typically meets the last Tuesday of the month.

Application for designated Historic Properties seeking an Administrative Certificate of Appropriateness for certain minor exterior modifications as established in §18-78 of the Binghamton General Code. All work must conform to the City's Historic Design Guidelines.

1. Property Information

Address of Property: _____

Building Name: _____

Tax Map Number: _____

2. Applicant Information

Name: _____

Address: _____

Street

City State Zip Code

Telephone: _____

Primary Other/Fax

Email: _____

Relationship: Owner _____ Tenant _____ Contractor _____

Designer _____ Attorney _____ Other _____

*NOTE: If applicant is not the property owner, the property owner must also sign this application on the next page.

3. Project Description

Include support materials and attach additional sheets if necessary. If the proposed scope of work will involve more than one type of project, please divide the description (*example: 1. Windows; 2. Painting; 3. Light Fixtures*).

Administrative Certificate of Appropriateness

An Administrative Certificate of Appropriateness approval is for only those elements described in this application. Any additional work or modification to described project must be approved prior to work being performed. Valid for 12 months from issuance; work must be completed within that timeframe.

4. Application Check List

<p><u>Painting</u></p> <p><input type="checkbox"/> Photographs of existing building</p> <p><input type="checkbox"/> Samples/chips of proposed color(s)</p> <p><input type="checkbox"/> Locations of each proposed color</p>	<p><u>Roofing</u></p> <p><input type="checkbox"/> Photographs of existing roofing material(s)</p> <p><input type="checkbox"/> Description of proposed new material(s), including color</p> <p><input type="checkbox"/> Manufacturer's product information sheet</p>	<p><u>Ornamentation</u></p> <p><input type="checkbox"/> Photographs of existing materials and conditions</p> <p><input type="checkbox"/> Description of proposed changes, including color(s)</p> <p><input type="checkbox"/> Pictures of proposed replacements</p> <p><input type="checkbox"/> Manufacturer's product information sheet (if available)</p>	<p><u>Masonry Repointing</u></p> <p><input type="checkbox"/> Photographs of existing conditions</p> <p><input type="checkbox"/> Description of proposed project, including specific locations</p> <p><input type="checkbox"/> Manufacturer's product information sheet for proposed mortar</p>	<p><u>Light Fixtures</u></p> <p><input type="checkbox"/> Photographs of existing conditions</p> <p><input type="checkbox"/> Pictures of proposed lighting fixtures</p> <p><input type="checkbox"/> To-scale drawing showing location of proposed lighting fixtures</p> <p><input type="checkbox"/> Manufacturer's product information sheet</p>
<p><u>Windows/Doors</u></p> <p><input type="checkbox"/> Photographs of existing conditions</p> <p><input type="checkbox"/> Description of proposed work</p> <p><input type="checkbox"/> Pictures of proposed windows or doors</p> <p><input type="checkbox"/> Manufacturer's product information sheet</p>	<p><u>Mechanical</u></p> <p><input type="checkbox"/> Photographs of existing conditions</p> <p><input type="checkbox"/> Description of proposed project, including location, dimensions of proposed mechanicals</p> <p><input type="checkbox"/> To-scale drawing of the parcel showing location of proposed mechanicals</p>	<p><u>Awnings</u></p> <p><input type="checkbox"/> Photographs of existing conditions</p> <p><input type="checkbox"/> Design sketches or architectural drawings</p> <p><input type="checkbox"/> Description of proposed project, including colors and materials</p>	<p><u>Accessibility Ramps</u></p> <p><input type="checkbox"/> Photographs of existing conditions</p> <p><input type="checkbox"/> Photographs of structure from all public right-of-ways</p> <p><input type="checkbox"/> Description of proposed project including materials and colors</p> <p><input type="checkbox"/> Architectural drawings and elevations</p>	<p><u>Site Features</u></p> <p><input type="checkbox"/> Photographs of existing conditions</p> <p><input type="checkbox"/> To-scale drawing of the parcel showing location of proposed features</p>

ADDITIONAL REGULATIONS MAY APPLY

An Administrative Certificate of Appropriateness is NOT a building permit or a certificate of compliance. The issuance of an Administrative Certificate of Appropriateness does not relieve the applicant or property owner responsibility for filing for and obtaining a building permit or a certificate of compliance from the Office of Building Construction. Nor does an Administrative Certificate of Appropriateness relieve the applicant or property owner responsibility for compliance with all other applicable codes, ordinances, and regulations of the City of Binghamton.

Applicant's Signature

Date

Property Owner's Signature (if different from Applicant)

Date

STAFF REVIEW

- Approved**
- Approved w/Conditions**
- Denied**

Comments: _____

Denied Administrative Certificate of Appropriateness applications will be placed on the next available meeting agenda for the Commission on Architecture and Urban Design (CAUD).

Reviewer

Signature

Date