



Department of Planning, Housing & Community Development

Mayor, Richard C. David
Acting Director, Jennifer M. Taylor

CERTIFICATE OF APPROPRIATENESS APPLICATION (CAUD DESIGN REVIEW)

PROCEDURES

Application Requirements

Applications must be complete, including required additional supplemental materials. Please see the attached project check list for required supplemental materials

Submission of Application

Completed applications shall be submitted to the Planning Department during regular business hours (9-5, Monday-Friday). Applications must be received at least **2 week (14 days)** prior to the regularly scheduled meeting.

Review of Application

Staff will review the application and any additional materials for completeness. If the application is complete, the case shall be placed on the next available agenda. If the application is incomplete, it will be returned and the applicant notified of the necessary requirements.

Day of the Meeting

CAUD typically meets on the last Tuesday of the month, at 12:00 noon in the Planning Department Conference Room. **The Applicant or their project representative MUST attend the meeting.** The Commission will review the case, and will typically issue a decision at that meeting. Applicants will receive a copy of the decision and Certificate of Appropriateness in about 1 week.

Design Review application for designated Historic Properties seeking a Certificate of Appropriateness for 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. Contact Person (if different from the applicant)

Name: _____
Address: _____
Street _____
City _____ State _____ Zip Code _____
Telephone: _____
Primary _____ Other/Fax _____
Email: _____

To Be Completed by PHCD Staff

Application: _____ Date Submitted: _____
 Complete _____ Date Complete: _____
 Incomplete _____ Case Number: _____

Please see Incomplete Notice for items which need attention.

4. Additional Contacts

Please provide the name and phone number of any other people or businesses (if any) involved in the project.

Contractor Name: _____
Address: _____
Phone: _____
Email: _____

Designer Name: _____
Address: _____
Phone: _____
Email: _____

Attorney Name: _____
Address: _____
Phone: _____
Email: _____

5. Project Description

Please provide a detailed description of the proposed scope of work. Include information on the locations of the work, the materials to be used, the dimensions of the work, any colors proposed, and/or any demolition or removal of existing materials. 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*). Include support materials and attach additional sheets if necessary.

6. Signatures

By signing below, I/we acknowledge that all information presented herein is true to the best of my/our knowledge. I/we further understand that any false information intentionally provided or omitted is grounds for the revocation of the variance(s). I/we also give the Planning Department staff and CAUD Members the right to access the premises (both interior and exterior) at reasonable times and upon reasonable notice for the purpose of taking photographs and conducting other visual inspections.

Applicant's Signature

Date

Property Owner's Signature (if different from Applicant)

Date



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COMMISSION ON ARCHITECTURE AND URBAN DESIGN (CAUD) PROJECT CHECKLIST

In order for the Commission on Architecture and Urban Design (CAUD) and the Planning Department to accurately review a proposed project in a timely manner, applications must be complete and thorough. In order to assist applicants in submitting a complete and thorough application, this checklist sets out the minimum supplemental materials which must be submitted for various project elements. Unless otherwise noted or determined by City Staff to not be required, the following information and drawings must be included in the submittal package for your application. For an application to be accepted, each and every item is required at the time of application submittal; failure to submit these items may result in a project review being prolonged or delayed.

1. All Projects

- Completed Application Form
- Photographs of existing conditions (digital preferred)
 - Photos from any/all public right-of-ways (streets, sidewalks, trails, et cetera)
 - Specific photos of elements to be modified
- Historic photographs/images (if any)

2. Masonry

- Proposed brick pattern
- Specific color, locations, and joint profile for mortar repairs
- Specific brand/type of mortar to be used (cut sheets)
- Specific cleaning methods proposed (including any chemicals to be used)

3. Siding

- Photographs and description of existing siding materials
- Specific brand/type of siding proposed (cut sheets)
- Specific color(s) proposed

4. Painting

- Specific colors to be used (chips with brand name, color numbers)
- Locations of specific colors

5. Windows/Doors

- Specific windows/doors to be installed/replaced, their existing conditions
- Manufacturer's cut sheets, with measurements
- Information on pane/panel configuration
- Specific materials of new windows/doors
- Specific exterior hardware (if any)
- Specific design, materials, colors of any trim

6. Roofing

- Specific materials, colors of roofing to be replaced, its existing conditions
- Specific materials, colors of proposed new roofing
- Manufacturer's cut sheet(s)
- Sample of material(s)

7. Ornamentation (porches, awnings, light fixtures, decorative trim, skirting, et cetera)

- Location(s) of proposed work
- Specific information on proposed modifications
- Manufacturer's information/cut sheets for materials
- Specific colors to be used (chips with brand name, color numbers)

8. Storefronts

- To-scale drawings of proposed design, with measurements
- Specific materials, colors to be used
- Specifics on proposed windows/doors

9. Signage/Awnings

- To-scale, color drawings of the proposed sign(s)/awning(s)
- To-scale drawings/photograph showing proposed location of the sign(s)/awnings(s) on the structure/site
- Specifics on proposed illumination (if any)
- Specific materials to be used

10. Additions/New Construction

- To-scale site plans, showing the existing structure, the proposed addition, the parcel lines, and the outline of any structure within 20ft of the parcel lines
- To-scale drawings showing proposed work in relation to existing conditions, with measurements
- To-scale elevations showing proposed final design
- Description of materials and colors to be used

11. Site Features (parking lots, fences, walls, decks, sheds, garages, et cetera)

- To-scale site plans, showing the existing structure, the proposed feature(s), the parcel lines, and the outline of any structure within 20ft of the parcel lines
- Manufacturer's information/cut sheets for materials
- Specific design, materials, colors of proposed feature(s)

12. Demolition

- Documentation of current condition of the structure
- Specific plans for future/intended use of the site