Department of Planning, Housing & Community Development

Mayor, Richard C. David
Director, Jennie Skeadas-Sherry

DETERMINATION OF SIGNIFICANCE APPLICATION

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.

Determination of Significance application for applicants seeking either: (1) the designation of an existing building as a Local Landmark property; or (2) the proposed demolition of a structure more than forty (40) years old, as established in §18-78 of the Binghamton General Code.

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:
☐ Complete
☐ Incomplete
Please see Incomplete Notice for items which need attention.

Date Submitted: _____
Date Complete: _____
Case Number: _____

4. Building Description (check all that apply)

EXTERIOR: ___ wood clapboard ___ wood shingle ___ vertical board ___ plywood
___ stone ___ brick ___ poured concrete ___ concrete block
___ vinyl siding ___ aluminum siding ___ other: _____

ROOF: ___ asphalt shingle ___ asphalt roll ___ wood shingle ___ metal ___ slate

FOUNDATION: ___ stone ___ brick ___ poured concrete ___ concrete block

Other materials w/locations: _____

Alterations (if known): _____ Date: _____

Architectural Style (if known): _____

CONDITION: ___ excellent ___ good ___ fair ___ deteriorated

Explain: _____

_____

_____

5. Building History

Original Use: _____ Current Use: _____

Architect/Builder (if known): _____ Construction Date: _____

6. Project Description

Briefly describe below the reason(s) for seeking a Determination of Significance. Include any current or future plans for the building under review or for the property in general. Attach additional sheets if necessary.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

7. 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

Department of Planning, Housing & Community Development

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

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