

# CERTIFICATE OF APPROPRIATENESS INSTRUCTIONS

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TOWN OF NEW PALTZ  
PO Box 550  
1 Veteran Drive  
NEW PALTZ, NEW YORK 12561  
(845) 594-9432 FAX (845) 255-4084

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## TOWN OF NEW PALTZ HISTORIC PRESERVATION COMMISSION

### INSTRUCTIONS AND PROCEDURES FOR

### APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

(Pursuant to Article XIV 140-123 of the New Paltz Code)

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**IMPORTANT NOTE:** *The Commission is mindful that the application form is somewhat lengthy and detailed. Do not be discouraged! It is that way only to lessen the possibility that relevant information may be omitted. The Commission is aware that much of the information requested may be either non-applicable, unavailable or irrelevant. The Commission is willing to be flexible in this regard and does not wish to deter the public from submitting an application. Therefore, the applicant should feel free to leave blanks in the form where appropriate.*

1. Application Form. The applicant should complete and sign the application form and submit the original to:

Town of New Paltz Historic Preservation Commission  
c/o John Orfitelli  
Town of New Paltz  
PO Box 550  
1 Veteran Drive  
New Paltz, New York 12561

Be sure to make a copy of the application for yourself.

2. Additional Materials. To the extent applicable and available, the application should be accompanied by:

- Photographs of the property.
- Scaled site plan or survey of the property, if applicable.
- Scaled elevation drawing of proposed changes, if applicable.
- Scaled perspective drawing of proposed changes, if applicable.
- Samples of color and/or materials to be used, if applicable.
- If the proposal includes a sign or lettering, a scaled drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination and a plan showing the sign's location on the property.

The applicant's name should be noted on all materials submitted, which may not be returned.

3. Consideration of Application. Once the application form has been completed and the accompanying materials submitted, the application will be scheduled for consideration by the Commission as soon as practicable. The Commission meets monthly (third Wednesday) at 7:30 p.m. in the Town Hall at 1 Veteran Drive. The applicant (or the applicant's agent, if applicable) will be notified of the hearing date and time of the meeting. The applicant (or agent, if applicable) should plan on attending in person to address any questions or concerns that the Commission may have. The Commission may request additional information relating to the proposed project and may adjourn the application pending receipt of such additional information, or for other reasons, in the Commission's discretion.
4. Criteria. Section 140-124 of the Town Code, entitled "Criteria for Approval of a Certificate of Appropriateness", states that the Commission's decisions shall be based upon the following principles:
  - i) Historic properties shall be retained with their historic features altered as little as possible.
  - ii) Any alteration of existing property shall be compatible with its historic character, and with the historic character of surrounding properties, if any. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.
  - iii) New construction shall be compatible with the historic character of its surroundings.

It also states that, in applying principles of compatibility, the Commission shall consider the following factors:

- i) The general design, character and appropriateness to the property of the proposed alteration or new construction;
- ii) The scale of the proposed alteration or new construction in relation to the property itself, surrounding properties and the neighborhood;
- iii) Texture, materials, and color and their relation to similar features of other properties in the neighborhood;
- iv) Visual compatibility with surrounding properties, including proportion of the property's front façade, proportion and arrangement of windows and other openings within the façade, roof shape, and the rhythm of spacing of properties on streets, including setback; and
- v) The importance of historic, architectural or other features to the significance of the property.

5. Decision. As soon as practicable, the Commission will issue a written decision on the application. A copy of the decision will be mailed to the applicant (or the applicant's agent, if applicable), and to any other persons who appeared on the record in connection with the application (provided they furnished a mailing address for that purpose).

**FINAL NOTE:** *A Certificate of Appropriateness is not a Building Permit. If a Certificate of Appropriateness is required for a project, it is in addition to and not in lieu of any other permit or approval that may be required.*