

# Historic Preservation Review Board Design Review Application

The Gloversville Historic Preservation Review Board is hereby requested to review the scope of work proposed for the above-noted Landmark or property within a Historic District to determine the appropriateness of design as regulated by the Gloversville City Code. Design review guidelines have been made available for reference and it is understood that submission or approval of this application does not relieve responsibility for securing any and all other permits and approvals as required by law for the work proposed.

Submitted By:

Applicant: \_\_\_\_\_

Owner: \_\_\_\_\_

Date: \_\_\_\_\_

# Historic Preservation Review Board

## Gloversville New York

1. Proper name and residence of applicant is required. If mailing address is different, it should be supplied on the reverse of the page.
2. The address of the property where the proposed work shall take place:
  - a. The tax map number that is currently on record on the City Assessor's Office.
  - b. The name and address of the current owner if it is different from the name in item number one should be supplied. If the owner is a corporation, a list of names and addresses of the responsible officers should be given.
3. Detailed description of proposed work.
  - a. **New Construction:** Provide a detailed description of the proposed building, noting forms, materials, finishes, colors, plantings and details proposed to make the new building fit harmoniously into the district. Submittals should include complete elevations of the proposed project and pictures of surrounding buildings.
  - b. **Current photographs** of the property are required for review. These may be black and white or color prints with a minimum image size of 3"x3", and must detail clearly all portions of the property to be affected by the work proposed as well as overall views of the entire property. Particularly views from public spaces such as streets and sidewalks.
  - c. **Demolition:** If demolition is proposed, please note complete scope of procedures for repairing/refinishing/clearing of remaining portions of the building or site. Also note whether an order for demolition has been issued by any regulatory agency and include details.
  - d. **Addition or Alteration:** Provide detailed description of work scope noting forms, materials, finishes, colors, plantings and details original to the building, existing currently, and proposed. Address the historic and architectural significance of forms, elements and finishes to be altered and whether proposed work enhances, diminishes or has no effect on these. Refer specifically to the HPRB design review guidelines and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (1983 edition) for acceptable standards of design.
  - e. **If an Architect or Engineer**, licensed to practice in the State of New York, has been selected for the project, please identify them where noted. Also, indicate what person or firm will be doing the construction work, including the property owner, if applicable. Give estimated start-up and completion dates for the work proposed.

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4. Property History:
  - a. **The applicant** is strongly encouraged to contact local resource facilities and historical or preservation groups to locate available information about the building and its history, including its variations of use or occupancy since its construction.
  - b. **Include a description of physical alterations** to the building, particularly those of the last 50 years, and indicate the year (or approximate year) in which they occurred.
5. Submissions:
  - a. **Refer to Item 3** for suggested or required submissions and note these here as well as on continuation sheets as necessary.
  - b. **Samples**, drawings, specifications and photography have been described previously. Under "other", please note any additional materials submitted for consideration.
6. Related Information & Comment:
  - a. **Note any additional information**, or include a continuation sheet describing or affecting the work proposed including economic constraints, governmental requirements and public opinion or concern.
7. Upon completion of project, applicant must submit a Statement of Completion.

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1. Applicants Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

2. Property Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

3. Address of property under review: \_\_\_\_\_

\_\_\_\_\_

Tax Map Number: \_\_\_\_\_

Date Acquired by Current Owner: \_\_\_\_\_

STATUS: Landmark ( )      Within Historic District ( )

Use: Current: \_\_\_\_\_

Proposed: \_\_\_\_\_

4. Proposed Work:

Scope of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Application Number: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_

Contractor: \_\_\_\_\_

Construction Schedule: \_\_\_\_\_

5. Property History:

Date of Original Construction: \_\_\_\_\_

Original Architect/Builder: \_\_\_\_\_

History of Use: \_\_\_\_\_

\_\_\_\_\_

History of Alterations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Submissions:

Drawings: \_\_\_\_\_

Photographs: \_\_\_\_\_

Specifications: \_\_\_\_\_

Samples: \_\_\_\_\_

Other: \_\_\_\_\_

7. Related Information and Comment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Photograph of Project As It Is At Present:

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