

TOWN OF MALTA
HISTORIC PRESERVATION REVIEW COMMISSION

**APPLICATION
FOR
CERTIFICATE OF APPROPRIATENESS**

Information and Jurisdiction

Per Town of Malta Code at Chapter 167 [Zoning] Article XV [Historic Preservation], certain activities or actions involving or affecting designated local landmarks or historic districts require a Certificate of Appropriateness from the Historic Preservation Review Commission (HPRC).

A copy of the Historic Preservation regulations (Article XV) can be found on the Town of Malta's website or may be obtained from the Building and Planning Department or by contacting the HPRC directly.

When an action requires an approval from another Town agency – for example subdivision approval, building permit, area or use variance – such approval is *separate and additional* to the Certificate of Appropriateness. There are many activities (e.g., painting an historic structure) that require a Certificate of Appropriateness yet require no other Town approvals.

When Required

[From §167-73] “No person shall carry out an exterior alteration, restoration, reconstruction, demolition, new construction or moving of an historic landmark or property within an historic district, nor shall any person make any material change in the appearance of such a property, its light fixtures, signs, sidewalks, fences, steps, paving or other exterior elements visible from a public street or alley which affect the appearance and cohesiveness of the historic property or district, without first obtaining a certificate of appropriateness from the Historic Preservation Review Commission. In the event a proposed subdivision is located in an historic district, or includes an historic property, in whole or in part, the Planning Board shall consult with the Historic Preservation Review Commission with respect to those criteria set forth in (other sections of Article XV).”

Procedure

The HPRC may review only completed applications submitted in writing. Likewise, all decisions of the HPRC are made in writing. Applications are reviewed by the HPRC at regular meetings held every other month, on the third Monday of the month. Regular meetings are held in January, March, May, July, September, and November. Upon request, the HPRC will endeavor to schedule a special meeting to review a Certificate of Appropriateness application.

Pre-Application Conference

Because historic preservation is best accomplished through cooperation and planning, the HPRC is very willing to discuss projects with potential applicants in advance of a formal submittal. Although the HPRC cannot make any approval guarantees at such conference, the HPRC might share information on site/structure history and direct the potential applicant to available resources (including the Town Historian). To arrange a pre-application conference, contact the HPRC chairperson. Contact information is found on the last page of this application package.

HOW TO APPLY

To apply for a Certificate of Appropriateness, please complete attached pages 2-4 and submit (with any required attachments) to the Building and Planning Department no later than ten (10) calendar days prior to a regularly scheduled HPRC meeting (or 10 days prior to an agreed special meeting date).

Please note that the applicant is responsible for retaining qualified consultants when the complexity of proposed work requires.

There is no fee for this application.

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1. Applicant Information	
Name(s):	
Mailing Address:	
	<i>Line 1</i>
	<i>Line 2</i>
	<i>City/ State/ Zip</i>
Phone Number(s):	
Fax:	
Email Address:	

2. Property Information							
Property Address:							
	<i>Line 1</i>						
	<i>Line 2</i>						
	<i>City/ State/ Zip</i>						
Tax Map Number:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;">Section:</td> <td style="width: 25%; border: 1px solid black;"></td> <td style="width: 25%; border: 1px solid black;">Block:</td> <td style="width: 25%; border: 1px solid black;"></td> <td style="width: 25%; border: 1px solid black;">Lot:</td> <td style="width: 25%; border: 1px solid black;"></td> </tr> </table>	Section:		Block:		Lot:	
Section:		Block:		Lot:			
Status (check one):	<input type="checkbox"/> Designated Landmark <input type="checkbox"/> In Historic District <input type="checkbox"/> Other						
Current Use:							
Proposed Use:							

3. Proposed Work	
Scope of Work:	
Reasons for Work:	
Architect/Engineer:	
Contractor:	
Construction Schedule:	

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4. Other Board Review	
Related to the present proposal, has the applicant made previous application to any of the following (if yes to any, please supply date)?	
Date	Board
	Town Board
	Planning Board
	Zoning Board of Appeals
	Historic Preservation Review Commission

5. Property History			
Please consult the Town Historian for assistance if necessary.			
Date of Original Construction:		Original Architect or Builder (if known):	
History of Use:			
History of Alterations (dates and description):			

6. Required Attachments	
Please check the box to the left of each row to indicate that an item is attached.	
Item	When Required
<input type="checkbox"/> Current photograph of structure and/or site	All projects
<input type="checkbox"/> Samples of color or materials to be used	Any alterations, additions, renovations
<input type="checkbox"/> Sketch (not to scale) of proposed work	Minor alterations
<input type="checkbox"/> Existing & proposed plans, drawn to scale	Additions and renovations; major alterations
<input type="checkbox"/> Existing & proposed elevations, drawn to scale	Additions and renovations; major alterations
<input type="checkbox"/> Perspective drawings (if available)	Additions and renovations; major alterations
<input type="checkbox"/> Scale drawing of any signs and a location plan	When signs are added or altered
<input type="checkbox"/> Site plan	For changes to site elements; for building additions
<input type="checkbox"/> Subdivision map	For subdivisions of land and lot line adjustments
<input type="checkbox"/> Structural report and restoration estimates	Demolition applications

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7. Related Information and Comment
Please use this space (if necessary) to expand on any information from sections 1-6 or to otherwise supplement your application. Attach additional sheets if necessary.

8. Submittal	
The Malta Historic Preservation Commission is hereby requested to review the scope of work proposed to determine the appropriateness of the action as regulated by the Historic Preservation portion of Town Code. It is understood by the undersigned that submission or approval of this application does not relieve the applicant of responsibility for securing any and all other permits and approvals as required by law for the work proposed. It is further understood by the undersigned that hardship procedures are available in the event the Certificate of Appropriateness is denied.	
Submitted by:	
Applicant(s) Signature:	Date:
Owner(s) Signature:	Date:
Address of Owner(s) if different from applicant:	
Meeting date requested:	
<input type="checkbox"/> Next regular HPRC meeting <input type="checkbox"/> Special meeting (applicant must contact HPRC chairperson)	
HPRC Use Only:	
<input type="checkbox"/> Application is Complete Application Number: _____ - _____	

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Return your completed Application for Certificate of Appropriateness to:

Building and Planning Department
Town of Malta
2540 Route 9
Malta, New York 12020

To contact the Historic Preservation Review Commission:

Laura M. Moody, HPRC Chairman
Town of Malta
2540 Route 9
Malta, New York 12020

Phone: 518.884.8273
Fax: 518.899.2312
Work Email: lmoody@albanyhousing.org

To contact the Town Historian:

Mr. Paul Perreault, Town Historian
Town of Malta
2538 Route 9
Malta, New York 12020

Phone: 518.899.7286
Fax: 518.899.2312
Email: historian@malta-town.org