



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Ithaca Landmarks Preservation Commission (ILPC)

Planning & Economic Development Division

City of Ithaca, 108 E. Green St., 3rd Floor, Ithaca, NY 14850

Bryan McCracken | Ph: 607-274-6555 | bmccracken@cityofithaca.org

www.cityofithaca.org/boardscommittees/ilpc/index.cfm

Date: _____ Building Permit Application # (REQUIRED): _____

Applicant's Name: _____ Phone: _____

Applicant's E-Mail address (REQUIRED): _____

Property Address: _____

Owner's Name (if different from Applicant): _____

Owner's Mailing Address: _____

Proposed Work Includes (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Site Changes (paving, fencing, patios, etc.) |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> ALTERATION: Primary Structure | <input type="checkbox"/> ALTERATION: Accessory Structure |

Submittal Requirements

All documents are to be sent to the attention of Bryan McCracken at the above address.

STAFF-LEVEL REVIEW:

Submit one (1) hardcopy and one (1) electronic copy of application and attachments. See [City of Ithaca Historic District & Landmark Design Guidelines](#) for a description of work that is eligible for this expedited review process.

ILPC REVIEW:

Submit eleven (11) hardcopies and (1) one electronic copy of application form and all attachments. Complete applications must be received by 4:00 p.m. on the last Tuesday of the month, 14 days prior to the regular ILPC meeting at which the application will be reviewed. ILPC meetings are held the second Tuesday of each month.

Applications must be accompanied by *thorough* documentation of existing conditions and proposed changes, including (as applicable): photographs of existing conditions; site plans showing location and dimensions of proposed change; drawings or sketches showing proposed changes on each affected elevation; description of design details and materials to be used (manufacturer's data sheets may be used); samples of proposed materials; scale drawings of any proposed signs including colors, typeface, and illumination details; historic photographs, if the intention of the project is to return a property to a documented prior condition; and a statement from a qualified contractor or design professional attesting to the physical condition of any element that is proposed for replacement due to deterioration.

ELECTRONIC SUBMISSIONS: You must provide electronic versions of ALL submitted documents. **LARGE FILES:** Incoming e-mails to the City must be under 10 MB in size (incl. message envelope), so either provide CD-ROM, flash/thumb drive, use a free file-sharing web site, like: www.hightail.com, www.dropbox.com, www.google.com/drive, etc., or split documents into smaller parts and send multiple e-mails/files to: aharris@cityofithaca.org and/or bmccracken@cityofithaca.org.

Description of Proposed Changes (use additional sheets if necessary):

Reasons for Proposed Changes (use additional sheets if necessary):

— REQUIRED PUBLIC NOTIFICATION —

Upon application for a Certificate of Appropriateness, a public notice of the proposal must be posted by the owner or owner’s representative on the property for a minimum of 10 days. This notice must remain in place until a decision to approve or deny the Certificate of Appropriateness has been made. The notice must be placed at or near the property line in the front yard, so it is be *plainly visible* from the street, and, in cases where a property has frontage on more than one street, an additional sign must be placed at or near the property line on any additional street frontage.

Standard signs for this purpose are available for purchase from the City of Ithaca, Division of Planning and Economic Development, at a cost of \$15.00 each. Alternatively, an applicant may create their own signs, as long as the following required content is included and the signs have dimensions of at least 18"x23":

PROPOSED EXTERIOR OR SITE ALTERATIONS TO THIS PROPERTY WILL BE REVIEWED BY THE ITHACA LANDMARKS PRESERVATION COMMISSION ON [INSERT DATE], BEGINNING AT 5:30 p.m. IN [INSERT LOCATION OF MEETING]. PUBLIC COMMENT MAY BE SUBMITTED IN ADVANCE OF, OR DURING, THE ABOVE-REFERENCED PUBLIC HEARING. FOR MORE INFORMATION CONTACT: BMcCRACKEN@CITYOFITHACA.ORG, 607-274-6555.

Applicant’s Statement:

I understand incomplete applications cannot be processed and will result in delay. This application is complete to the best of my knowledge and includes the following attachments (check all that apply):

- photographs of existing conditions
- site plans showing location and dimensions of proposed change
- drawings or sketches showing proposed changes on each affected elevation
- description of design details and materials to be used
- samples of proposed materials
- scale drawings of any proposed signs, including colors, typeface, and illumination details
- historic photographs, if the intention of the project is to return a property to a documented prior condition
- statement from a qualified contractor or design professional attesting to the physical condition of any element proposed for replacement due to deterioration
- other (specify): _____

Applicant’s Signature (REQUIRED): _____ **Date:** _____

STAFF USE ONLY:

Date Received: _____

Staff Review: yes no Approved: yes no Referred to ILPC: yes no

ILPC Review: yes no

Date of Public Hearing: _____