



**CITY OF UTICA, NEW YORK  
SCENIC & HISTORIC PRESERVATION COMMISSION  
CERTIFICATE OF APPROPRIATENESS APPLICATION**

*It is the responsibility of the applicant to complete this form in its entirety, including all required attachments, and as precisely as possible. Failure to submit a complete application may result in a delay in being placed on a Commission agenda or a delayed decision from the Commission.*

PROPERTY ADDRESS: \_\_\_\_\_

COUNTY TAX MAP IDENTIFICATION NUMBER: \_\_\_\_\_

**APPLICANT INFORMATION**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_  
FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_  
City      State      ZIP

**OWNER INFORMATION** (complete ***only*** if applicant is not the owner of the property)

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_  
FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_  
City      State      ZIP

RELATIONSHIP OF APPLICANT TO PROPERTY:

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> CONTRACT PURCHASER | <input type="checkbox"/> CONTRACTOR |
| <input type="checkbox"/> ARCHITECT/ENGINEER | <input type="checkbox"/> LESSEE     |

**OFFICE USE ONLY**

RECEIVED BY: \_\_\_\_\_ DATE/TIME RECEIVED: \_\_\_\_\_  
FEE AMOUNT: \_\_\_\_\_ CHECK/MONEY ORDER #: \_\_\_\_\_  
ZONING: \_\_\_\_\_ FEE TRANSMITTAL DATE: \_\_\_\_\_  
AGENDA DATE: \_\_\_\_\_ FILING DEADLINE: \_\_\_\_\_

**DESCRIPTION OF PROPOSED ACTION**

(detail the proposed exterior work to be completed, include

specific details on material, design and color)

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**DESCRIPTION OF EXISTING CONDITION**

(for rehabilitation, reconstruction and demolition only –

describe the existing condition of the area that is proposed to be altered)

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**COMPATIBILITY WITH HISTORIC CHARACTER**

(describe the manner by which the proposed

alteration will be compatible with the architecture of the property and the surrounding neighborhood)

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**APPLICATION ATTACHMENTS**

To ensure appropriate and timely review of the application, please provide the following additional documentation in support of the application. Failure to provide all of the applicable materials listed below may result in a delay in scheduling the application for review by the Scenic & Historic Preservation Commission.

- \$ 35.00 Application fee (check or money order only payable to City of Utica)
- Detailed site plan for new construction, demolition, fences and landscaping
- Photographs of existing condition
- Details on proposed alterations (color/product samples, manufacturers specifications, catalog cut sheets, etc.)

\*Please see examples of recently approved signs on the following page.

- Elevation and perspective drawings, including the relationship to adjacent properties

**APPLICANT/OWNER AFFIRMATION**

I, THE UNDERSIGNED, DO HEREBY AFFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND I FURTHER UNDERSTAND THAT INTENTIONALLY PROVIDING FALSE OR MISLEADING INFORMATION IS GROUNDS FOR IMMEDIATE DENIAL OF MY APPLICATION.

FURTHERMORE, I UNDERSTAND THAT I (OR A DESIGNATED REPRESENTATIVE) MUST BE PRESENT AT THE MEETING TO REPRESENT THE APPLICATION AND RESPOND TO ANY QUESTIONS FROM THE COMMISSION MEMBERS.

\_\_\_\_\_  
Signature (Applicant)

\_\_\_\_\_  
DATE

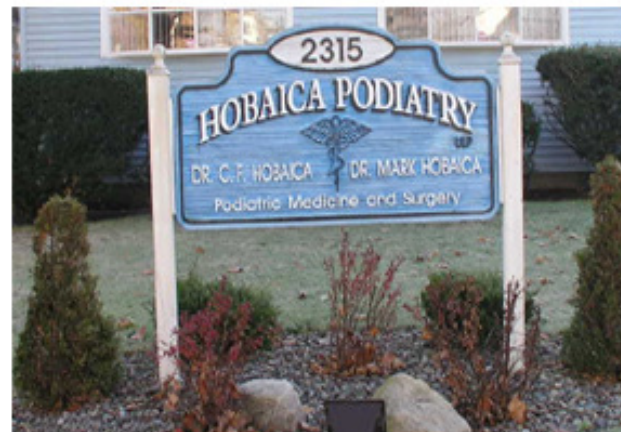
**IF APPLICANT IS NOT THE OWNER OF RECORD FOR SUBJECT PARCEL:**

I, THE UNDERSIGNED, HEREBY AFFIRM THAT I AM THE OWNER OF RECORD FOR THE SUBJECT PARCEL AT THE TIME OF APPLICATION. FURTHERMORE, I AM FAMILIAR WITH THE REQUEST BY THE APPLICANT AND AUTHORIZE SAID APPLICANT TO REPRESENT THE INTEREST OF THE OWNER(S) IN FURTHERANCE OF THE REQUEST.

\_\_\_\_\_  
Signature (Owner)

\_\_\_\_\_  
DATE

\*Regular meetings of the Scenic & Historic Preservation Commission are generally held on the third Monday of every month. The meetings are held at 4:00 PM in the Common Council chambers on the first floor of City Hall. Applicants will receive a reminder notice in the mail approximately one (1) week prior to the meeting.



In the past, the Commission's preference has been to approve signs that meet the following standards:

- Signs should be no more than 5 ft. in height
- Signs should be no more than 12 sqft in area
- Signs must be erected parallel to the street
- No phone numbers may be included on signs

