

# CERTIFICATE OF APPROPRIATENESS INSTRUCTIONS

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VILLAGE OF EAST AURORA  
VILLAGE HALL • 571 MAIN STREET  
EAST AURORA, NEW YORK 14052  
(716) 652-6000 FAX (716) 652-1290

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EAST AURORA HISTORIC PRESERVATION COMMISSION  
INSTRUCTIONS AND PROCEDURES FOR  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

(Pursuant to Chapter 156 of the Village 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:

East Aurora Historic Preservation Commission  
c/o Village Administrator  
Village of East Aurora  
571 Main Street  
East Aurora, New York 14052

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. Unless otherwise noted, the Commission ordinarily meets the 2<sup>nd</sup> Wednesday of the month at 6:00 p.m. in the Village Hall at 571 Main Street. 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 156-5 of the Village Code, entitled "Criteria for Approval of a Certificate of Appropriateness", states that the Commission's decisions shall be based upon the following principles:
  - i) Properties which contribute to the character of the historic district shall be retained, with their historic features altered as little as possible.
  - ii) Any alteration of existing properties shall be compatible with its historic character, as well as with the surrounding district; and
  - iii) New construction shall be compatible with the district in which it is located.

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.*



Owner's address and telephone:  
(if different from applicant): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is applicant or owner related to any official or employee of the Village of East Aurora or the East Aurora Historic Preservation Commission?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain: \_\_\_\_\_

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**PROPERTY INFORMATION**

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

Name of Property  
(if applicable): \_\_\_\_\_

Tax Map ID No.: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Parcel Size: \_\_\_\_\_

Present Use  
of Property: \_\_\_\_\_

Is the property a designated landmark? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the property within a designated historic district?

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

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**PROJECT INFORMATION**

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Nature of proposed project (check all that apply):

Alteration

Restoration

Reconstruction

Demolition

New Construction

Moving

Other Material Change (Describe): \_\_\_\_\_

\_\_\_\_\_

Is any part of the project visible from the street or other public right of way?

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Detailed Description of Project (attach additional papers as needed):

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What are your reasons for wishing to undertake this project?

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Estimated time for completion: \_\_\_\_\_

If your application were denied, would it pose a hardship for you?

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

If yes, explain: \_\_\_\_\_

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**CERTIFICATION**

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**APPLICANT:** I hereby certify that this application is accurate and complete and that, if this application is approved, the project will be completed in accordance with the terms and conditions of such approval.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OWNER:** (if different from applicant): I have read and familiarized myself with this application and do hereby consent to its submission and processing.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_