



**CITY OF PLATTSBURGH
PLANNING BOARD
HISTORIC SITE REVIEW APPLICATION**

<u>FOR OFFICE USE ONLY</u>	
Fee Paid:	_____
Submittal Date:	_____
PB #:	_____
CRIS Form:	_____

A Project Name:			
Tax Map Parcel number(s):	Project Address:		
	Sq. Footage/Acreage of Parcel:		
	Zoning District:		
	Historic Bldg/District:		
Applicant/Plan Preparer	Name:	Owner	Name:
	Organization:		Organization:
	Address:		Address:
	Telephone:		Telephone:
	Email:		Email:
	Signature*:		Signature*:
	Date:		Date:
A representative acting on behalf of an owner must submit a notarized affidavit of representation.			
B Descriptive Project Narrative:			
A Project Narrative Must Be Attached Including:			
<input type="checkbox"/> Type of alteration	<input type="checkbox"/> Reason for alteration		
<input type="checkbox"/> Location of alteration	<input type="checkbox"/> Materials to be used		
<input type="checkbox"/> Site features	<input type="checkbox"/> Landscape features		
<input type="checkbox"/> Current condition of site	<input type="checkbox"/> Character of surrounding properties		
<input type="checkbox"/> Current and proposed use of site	<input type="checkbox"/> Estimated construction period		
C Application Materials Required:			
A complete application must include the following:			
<input type="checkbox"/> 15 copies of completed application	<input type="checkbox"/> 15 copies of Scale and Massing Depictions (see section F)		
<input type="checkbox"/> 15 copies of project narrative	<input type="checkbox"/> 15 copies of material examples (see Section G)		
<input type="checkbox"/> 15 copies of site plan (see Section D)	<input type="checkbox"/> A digital copy of all materials (disk/USB/email)		
<input type="checkbox"/> 15 color copies of architectural elevations (see Section E)	<input type="checkbox"/> 15 copies of completed Full EAF Part 1		



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D SITE PLAN REQUIREMENTS (IF APPLICABLE):

Existing Site Conditions	Location and Footprint of Existing Structures:
<input type="checkbox"/> Landscaping <input type="checkbox"/> Site Features <input type="checkbox"/> Lighting <input type="checkbox"/> Dumpsters <input type="checkbox"/> Walkways, Driveways, Alleys & Parking Areas <input type="checkbox"/> Utilities, Services & Machinery Site Features including but not limited to: <input type="checkbox"/> Fences <input type="checkbox"/> Mounting Blocks <input type="checkbox"/> Walls <input type="checkbox"/> Cellar holes <input type="checkbox"/> Posts <input type="checkbox"/> Stonewalls <input type="checkbox"/> Trees <input type="checkbox"/> Cemeteries	<i>Both Main Site and Abutting Sites</i> <input type="checkbox"/> Buildings <input type="checkbox"/> Accessory Buildings <input type="checkbox"/> Lot Lines <i>Including:</i> Abutter names TMP numbers

E BUILDING DESIGN & ELEVATIONS:

Visual and Architectural Details for EACH Proposed Façade Alteration (or Cut Sheet, See Section G):	
Accurate Dimensions of: <input type="checkbox"/> Windows <input type="checkbox"/> Molding <input type="checkbox"/> Doors <input type="checkbox"/> Trim <input type="checkbox"/> Entries <input type="checkbox"/> Decks	Clear Depictions of: <input type="checkbox"/> Finishes <input type="checkbox"/> Construction Materials <input type="checkbox"/> Colors <input type="checkbox"/> Façade height and length <input type="checkbox"/> Any portions proposed for demolition or removal

F SCALE & MASSING

Photographs Renderings Line Sketches

G MATERIALS

Applicant should provide:

Cut Sheets and/or Specifications of Materials (eg. Siding, Roofing, Glass, Fixtures, etc...)

