

CITY OF PLATTSBURGH

PLANNING BOARD

HISTORIC SITE REVIEW APPLICATION

FOR OFFICE	USE ONLY
Fee Paid:	
Submittal Date:	
PB #:	
CRIS Form:	

A	Project Name:			
Tax	Tax Map Parcel number(s):		Project Address:	
		Sq. I	Footage/Acreage of Parcel:	
		Zoning District:		
		Hist	oric Bldg/District:	
er	Name:	Owner	Name:	
par	Organization:		Organization:	
Pre	Address:		Address:	
Plan	Telephone:		Telephone:	
int/H	Email:		Email:	
Applicant/Plan Preparer	Signature*:	-	Signature*:	
Apl	Date:	-	Date:	
A	representative acting on behalf of an owner m	ust su	bmit a notarized affidavit of representation.	
B	Descriptive Project Narrative:			
	A Project Narrative Must Be Attached Including:			
	\Box Type of alteration	[\Box Reason for alteration	
	\Box Location of alteration	[☐ Materials to be used	
	\Box Site features	[□ Landscape features	
	Current condition of site	L	 Character of surrounding properties Estimated construction period 	
	\Box Current and proposed use of site	L		
C	Application Materials Required:			
	A complete application m	ust in	clude the following:	
	□ 15 copies of completed application		5 copies of Scale and Massing Depictions (see section F)	
	\Box 15 copies of project narrative		5 copies of material examples (see Section G)	
	\Box 15 copies of site plan (see Section D)		A digital copy of all materials (disk/USB/email)	
	□ 15 color copies of architectural elevations (see Section E)		5 copies of completed Full EAF Part 1	



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SITE PLAN REQUIREMENTS (IF APPLICABLE):				
Existing Site Conditions	Location and Footprint of Existing Structures:			
 Landscaping Site Features Lighting Dumpsters Walkways, Driveways, Alleys & Parking Areas Utilities, Services & Machinery 	Both Main Site and Abutting Sites □ Buildings □ Accessory Buildings			
Site Features including but not limited to:	□ Lot Lines			
 □ Fences □ Walls □ Posts □ Trees □ Centeries 	Including: Abutter names TMP numbers			
BUILDING DESIGN & ELEVATIONS:				
Visual and Architectural Details for EACH Proposed Façade Alteration(<i>or Cut Sheet, See Section G</i>):				
Accurate Dimensions of:	Clear Depictions of:			
 Windows Doors Entries Molding Trim Decks 	 □ Finishes □ Construction Materials □ Colors □ Façade height and length □ Any portions proposed for demolition or removal 			
SCALE & MASSING				
□ Photographs □ Ren	Renderings 🗌 Line Sketches			
G MATERIALS				
Applicant should provide:				



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	S	Supplemental Information			
Ple	Please answer the following questions:				
	1.	Please explain how the proposed work preserves, enhances, or restores, and does not damage or destroy the exterior architectural features of, the landmark or the subject property within the historic district:			
	2.	Please explain how the proposed work does not adversely affect the special character or special historic, architectural, or aesthetic interest or value of the landmark and its site, or the district:			
	3.	Please detail how the architectural style, arrangement, texture, color, arrangement of color, and materials used for the existing and proposed structures are compatible with the character of the existing landmark and its site or the historic district:			
	4.	Please describe the level of urgency of the project including the current physical condition of the building/site and any safety concerns:			
	5.	Please outline any previous attempts to restore/preserve the site (be as detailed as possible, including dates):			