

VILLAGE OF GREENPORT
236 THIRD STREET, GREENPORT, NEW YORK, 11944
631-477-0248, <https://villageofgreenport.org/>
Historic Preservation Commission (HPC)
Certificate of Appropriateness Application Checklist



Chapter 76 of the Village of Greenport Code outlines procedures to (1) identify, preserve and enhance the landmarks and historic districts which represent distinctive elements of Greenport’s historic, maritime, architectural and cultural heritage, (2) foster civic pride in the accomplishments of the past, (3) protect and enhance Greenport’s attractiveness to residents and visitors, thereby supporting and stimulating the economy of the Village, (4) provide for architectural review so as to prevent such design and appearances as are incompatible with the historic or architectural characteristics of a landmark or historic district and (5) ensure the harmonious, orderly and efficient growth and development of the Village, consistent with its historic integrity.

The purpose of this checklist is to provide an overview of the Historic Preservation Commission application process, and the materials required for each step. Applicants should also refer to the relevant code section for more information. This checklist will be used to determine completeness and applicants to the HPC are urged to use it as a guide to avoid delays in review.

Depending upon the scope of the project, the applicant may also be required to go before the Planning Board and/or the Zoning Board for separate reviews.

#	HPC Application Materials	Yes	N/A
1.	Confirm whether the property falls within the Greenport Historic District by consulting Village staff and/or examining the Village website at http://villageofgreenport.org/files/Zoning-Map-06-29-09-D-size.pdf If so, follow the steps outlined in this checklist for a Historic Preservation Commission review for a Certificate of Appropriateness	<input type="checkbox"/>	<input type="checkbox"/>
2.	Meet with Village staff to determine whether the proposed renovation/construction requires a Building Permit http://villageofgreenport.org/files/building-information.pdf	<input type="checkbox"/>	<input type="checkbox"/>

#	HPC Application Materials	Yes	N/A
3.	If a Building Permit is required, submit the required paperwork to the Building Department, Village Hall as per the appropriate process http://villageofgreenport.org/building-department-forms/Village-of-Greenport-Building-Permit-Application.pdf	<input type="checkbox"/>	<input type="checkbox"/>
4.	Complete and submit an Application Form for a Certificate of Appropriateness to the Historic Preservation Commission, Village Hall, preferably at the same time as the request for a Building Permit is submitted, if required. http://villageofgreenport.org/building-department-forms/HPC1-Historic-Preservation.pdf . Completed applications must be received at least two weeks before a scheduled HPC meeting for the application to be considered at that meeting	<input type="checkbox"/>	<input type="checkbox"/>
5.	Remit the Application Fee for a Certificate of Appropriateness Application Review	<input type="checkbox"/>	<input type="checkbox"/>
6.	Include a site plan prepared by a licensed architect, landscape architect, civil engineer or surveyor with the application	<input type="checkbox"/>	<input type="checkbox"/>
7.	Include photos of adjacent properties with the application to illustrate that the proposed renovations/construction are compatible with the historic or architectural characteristics of the historic district	<input type="checkbox"/>	<input type="checkbox"/>
8.	Provide detail on proposed materials including specifications, photos as part of the application and bring actual samples of materials to the meeting	<input type="checkbox"/>	<input type="checkbox"/>
9.	Plan to attend or have a representative attend the Historic Preservation Commission meeting at which the application is considered to describe the project, provide samples of proposed materials and answer Board Members' questions. Attendance is highly recommended to facilitate the review process; the application may be deferred to a future meeting if the applicant is not available and no prior arrangements are made with Village Hall. Note: for applications involving major alterations, the HPC may hold a public hearing to provide an opportunity for the public to present their views on the application	<input type="checkbox"/>	<input type="checkbox"/>
10.	Follow up with Village Hall staff to ensure that the application is complete	<input type="checkbox"/>	<input type="checkbox"/>
11.	Obtain the Certificate of Appropriateness at Village Hall once the Historic Preservation Commission approves the application	<input type="checkbox"/>	<input type="checkbox"/>