



BUILDING DEPARTMENT
 VILLAGE OF GREENPORT
 236 Third Street, Greenport, NY 11944

RECEIVED

APR 03 2025

HISTORIC PRESERVATION COMMISSION REVIEW

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

VILLAGE OF GREENPORT
 BUILDING DEPARTMENT

PURSUANT TO THE PROVISIONS OF CHAPTER 48
 HISTORIC PRESERVATION LAW OF THE VILLAGE OF GREENPORT

DATE OF APPLICATION: MARCH 31, 2025

LOCATION OF PROPERTY: 161 CENTRAL AVE

SUFFOLK COUNTY TAX MAP NUMBER: 1001-05-02-06

PROPERTY OWNER: HILLARY KELBICK & DENNIS CHALKIN

ADDRESS: 161 CENTRAL AVE PHONE: [REDACTED]

EMAIL ADDRESS: [REDACTED]

ARCHITECT/DESIGNER: FRANK W. HELLENDAL, RA

ADDRESS: [REDACTED] GRPT 11944 PHONE: [REDACTED]

EMAIL ADDRESS: [REDACTED]@gmail.com

Type of Proposed Work

COMMERCIAL RESIDENTIAL

Site Work

- FENCE AND GATES
- DRIVEWAY, WALK, PATIO, OTHER PAVEMENT
- MAJOR EXCAVATION OR REGRADING, OR BERM
- SWIMMING POOL, TENNIS COURT
- OTHER STRUCTURAL LANDSCAPE ELEMENT
- SIGNAGE AND AWNINGS - SUBMIT SCALE DRAWINGS TO INDICATING TO FOLLOWING:
 - SIZE OF EACH SIGN
 - COLOR
 - FONT
 - LOCATIONS OF ALL SIGNAGE AND AWNINGS ON BUILDING
 - PROPOSED MATERIALS
- MODERN FEATURES
 - SOLAR PANELS
 - SKYLIGHTS
 - OUTDOOR SHOWERS
- OTHER

Landscape Planting

- HEDGE ALONG STREET AND/OR PROPERTY BOUNDARY LINES
- PLANTINGS INTENDED TO SCREEN OTHER WORK DESCRIBED IN THIS APPLICATION

Buildings

- NEW CONSTRUCTION
- ADDITION
- DEMOLITION
- REMOVAL
- ACCESSORY BUILDING

Building Alterations

- EXTERIOR WALL MATERIAL
- ROOF MATERIAL AND COLOR
- CHIMNEY MATERIAL
- FOUNDATION MATERIAL
- DOORWAYS (INCLUDING STORM/SCREEN DOORS)
- WINDOWS (INCLUDING STORM/SCREEN SASH) AND SHUTTERS
- PORCHES AND STEPS
- TRIM AND DECORATIVE DETAIL
- GUTTERS AND LEADERS
- PAINT AND STAIN
- EXTERIOR LIGHTING
- OTHER

PROVIDE A GENERAL DESCRIPTION OF THE PROPOSED WORK (USE ADDITIONAL SHEETS IF NECESSARY, REFER TO THE ACCOMPANYING EXHIBITS).

EXISTING ATTIC FLOOR TO BE RENOVATED TO COMPLY WITH CURRENT NYS CODE BY ADDING A DORMER, EGRESS WINDOWS, A SKYLIGHT, AND A SPRINKLER SYSTEM TO PROVIDE SAFE EGRESS TO STREET LEVEL.
THE DORMER LOCATED TOWARDS THE BACK YARD WILL NOT BE VISIBLE FROM CENTRAL AVENUE

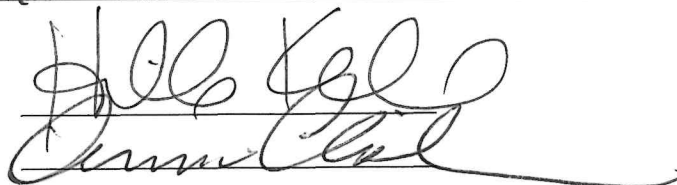
LIST ALL EXHIBITS SUBMITTED WITH THIS APPLICATION. ACTUAL SAMPLES OF MATERIALS AND/OR DESCRIPTIONS OF ACTUAL MATERIALS ARE REQUIRED. (REFER TO THE INSTRUCTIONS FOR THE REQUIRED SUBMISSIONS).

A-100 ATTIC FLOOR PLAN
A-200 CROSS SECTION
A-300 SOUTH ELEVATION
A-400 2ND FLOOR PLAN
A-500 1ST FLOOR PLAN
PHOTO #1 - STREET VIEW
PHOTO #2 - BACK YARD VIEW, LOOKING NORTH EAST
PHOTO #3 - BACK YARD VIEW, LOOKING NORTH WEST
PHOTO #4 - WINDOW, SIDING, TRIM, GUTTER DETAIL

OTHER APPROVALS REQUIRED: BUILDING PERMIT

SIGNATURE OF OWNER OR AUTHORIZED AGENT:

DATE: 3/11/2025



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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Complete and submit an Asbestos Certification Form- AC-1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Remit the Application Fee for a Certificate of Appropriateness Application Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Include a site plan prepared by a licensed architect, landscape architect, civil engineer or surveyor with the application	<input type="checkbox"/>	<input type="checkbox"/>
8.	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 checked="" type="checkbox"/>	<input type="checkbox"/>
9.	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 checked="" type="checkbox"/>
10.	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 checked="" type="checkbox"/>	<input type="checkbox"/>
11.	Follow up with Village Hall staff to ensure that the application is complete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12.	Obtain the Certificate of Appropriateness at Village Hall once the Historic Preservation Commission approves the application	<input checked="" type="checkbox"/>	<input type="checkbox"/>



CERTIFICATE OF APPROPRIATENESS (COA)

Historic Preservation Commission
Village of Greenport
236 Third Street, Greenport, NY 11944
631-477-0248
villageofgreenport.org

HISTORIC PRESERVATION COMMISSION APPROVAL

The Historic Preservation Commission hereby issues a Certificate of Appropriateness (COA) for the proposed work as it is in keeping with Chapter 76-6 of the Village of Greenport Code and specifically the six factors delineated in Chapter 76-6 (B). The COA for the proposed work is issued in accordance with the attached plans and any approval conditions, if attached hereto.

CONDITIONS OF APPROVAL FOR THE PROPERTY LOCATED AT:

APPROVED: As presented Subject to conditions below

PROJECT SPECIFIC CONDITIONS:

1. _____
2. _____
3. _____

Signature of Chair _____ Date _____


GENERAL CONDITIONS:

1. The person signing this form is responsible for communicating the Terms and Conditions listed herein to all contractors for the project.
2. Design, materials, and construction methods shall be as shown on the COA, either in the conditions or on the attached plans.
3. The COA approval is limited to the scope of work documented in the accepted plans with conditions of approval.
4. No visible or concealed structural elements or historic features may be modified or removed unless identified in the COA approval.

Note: If unforeseen issues arise during construction, or if a change to the project is being considered, work should be suspended, and an application for a review of the additional planned work must be submitted to the Historic Preservation Commission.

APPLICANT/AUTHORIZED AGENT SIGNATURE:

I agree that all work shall be in accordance with the plans, specifications and conditions which accompany this application, and I have read and understand the Historic Preservation COA General, and Project Specific Conditions.

Signature  Date 03/11/2025



Village of Greenport Building Department

236 Third Street, Greenport, New York, 11944

(631) 477-0248 Ext. 212

www.villageofgreenport.org

ASBESTOS CERTIFICATION FORM

Notice to Building Applicants:

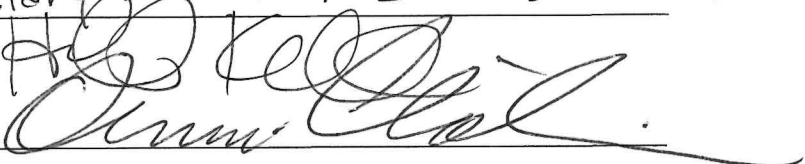
AN ASBESTOS SURVEY IS REQUIRED FOR ALL RENOVATION, REMODELING, REPAIR AND DEMOLITION OF ALL INTERIOR AND EXTERIOR BUILDING MATERIALS.

AS PER NEW YORK STATE INDUSTRIAL CODE RULE 56, ASBESTOS MATERIAL MUST BE ABATED BY LICENSED CONTRACTORS UTILIZING CERTIFIED ASBESTOS HANDLERS, WITH THE EXCEPTION OF OWNER-OCCUPIED SINGLE-FAMILY HOMES, WHERE THE OWNER MAY REMOVE THE ASBESTOS AND RENOVATE THESE STRUCTURES THEMSELVES. IT IS NOT RECOMMENDED THAT THE OWNER PERFORM ABATEMENT, AS THE OWNER COULD POTENTIALLY EXPOSE THEMSELVES, THEIR FAMILY AND NEIGHBORS TO ASBESTOS FIBERS IF ADEQUATE ENGINEERING CONTROLS AND WORK METHODS ARE NOT UTILIZED DURING THE ABATEMENT.

FOR FURTHER INFORMATION AND UPDATES, PLEASE SEE THE NEW YORK STATE WEBSITE AT: WWW.LABOR.STATE.NY.US OR CONTACT THE ASBESTOS CONTROL BUREAU DISTRICT OFFICE, NYS DEPARTMENT OF LABOR, ASBESTOS CONTROL BUREAU, 75 VARICK STREET, 7TH FLOOR, NEW YORK, NY 10013, TELEPHONE NUMBER 212-775-3538.

I hereby agree to abide by the conditions listed above. I understand that I am responsible to ensure these requirements are met, including all other applicable laws, rules and regulations pertaining to asbestos abatement.

Property Owner's Name: Hilary Kelbick & Dennis Chalkin

Property Owner's Signature: 

Date: 03/11/2025



PHOTO # 1



PHOTO # 2

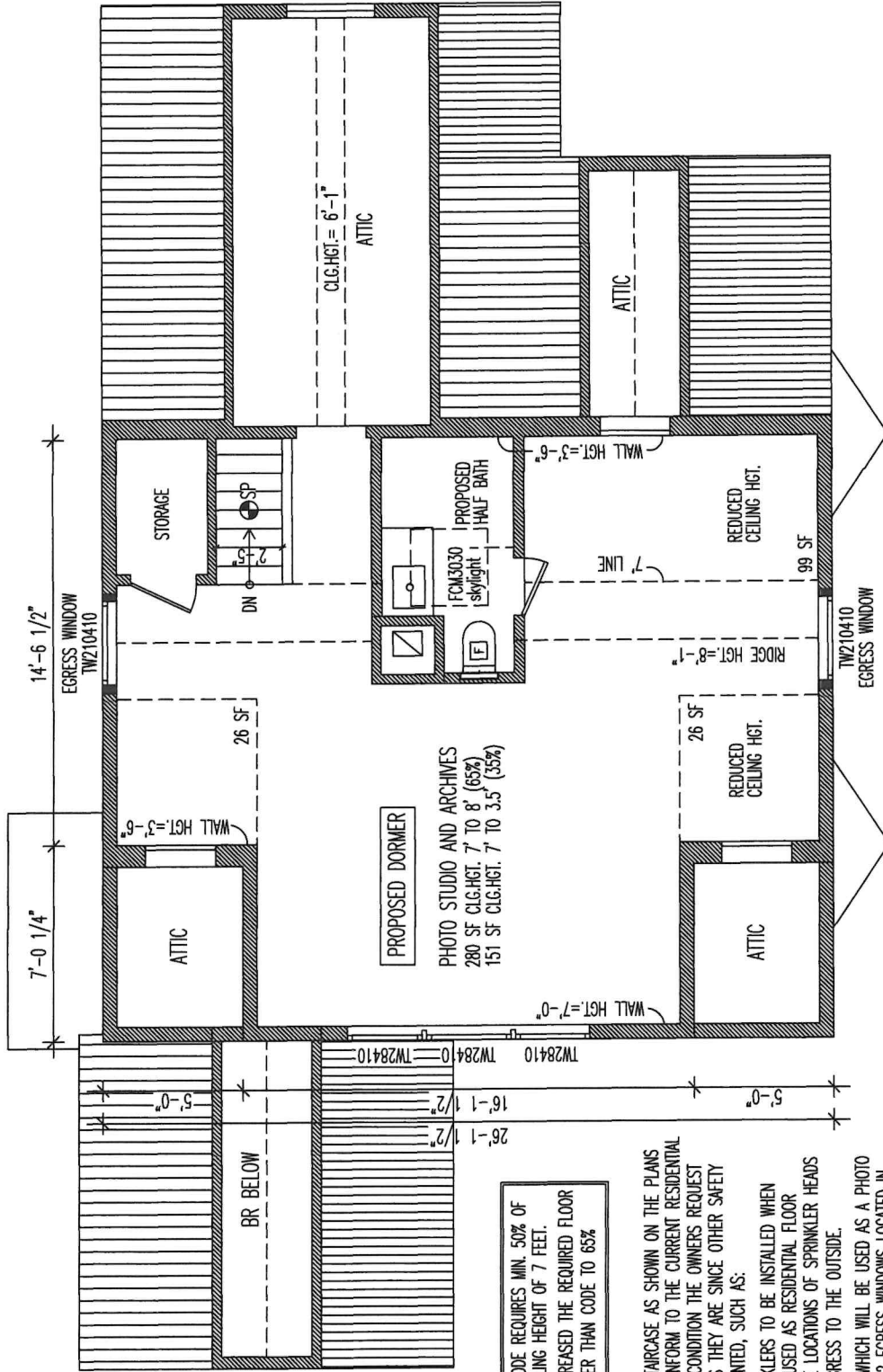


PHOTO # 3



PHOTO # 4

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ATTC FLOOR PLAN

FOR FINISHED ATTICS NYC CODE REQUIRES MIN. 50% OF FLOOR AREA TO HAVE A CEILING HEIGHT OF 7 FEET. THE PROPOSED DORMER INCREASED THE REQUIRED FLOOR AREA FROM INCREASED BETTER THAN CODE TO 65%

- THE ORIGINAL HISTORICAL STAIRCASE AS SHOWN ON THE PLANS AND SECTION DOES NOT CONFORM TO THE CURRENT RESIDENTIAL CODE AS A PRE-EXISTING CONDITION THE OWNERS REQUEST THAT THE STAIRS REMAIN AS THEY ARE SINCE OTHER SAFETY ELEMENTS WILL BE IMPLEMENTED, SUCH AS:
- THE CODE REQUIRES SPRINKLERS TO BE INSTALLED WHEN A FINISHED 3RD FLOOR IS USED AS RESIDENTIAL FLOOR SPACE. THE PLANS INDICATE LOCATIONS OF SPRINKLER HEADS
- SP TO PROVIDE SAFE EGRESS TO THE OUTSIDE.
- ADDITIONALLY THE ATTIC - WHICH WILL BE USED AS A PHOTO LAB AND ARCHIVES - HAS 2 EGRESS WINDOWS LOCATED IN THE GABLE ENDS.
- THE OWNERS' REQUEST IS TO ADD A SMALL POWDER ROOM.
- IF THE PROPOSED DESIGN IS PERMITTED TO GO FORWARD AN ENERGY COMPLIANCE CERTIFICATE (ResCheck) WILL BE PROVIDED.
- HPC APPROVAL IS NEEDED BEFORE APPLYING FOR THE BUILDING PERMIT

PROPOSED ALTERATIONS

KELBICK

CHALKIN RESIDENCE

GREENPORT, NY
161 CENTRAL AVE

ARCHITECT
FRANK WELDON
125 CENTRAL AVENUE
GREENPORT, NY 11844
TEL: 631-477-8824

OWNERS
HILARY KELBICK
& DENNIS CHALKIN
5 EAST 16TH STREET
NEW YORK, NY 10003
TEL: 201-310-5701

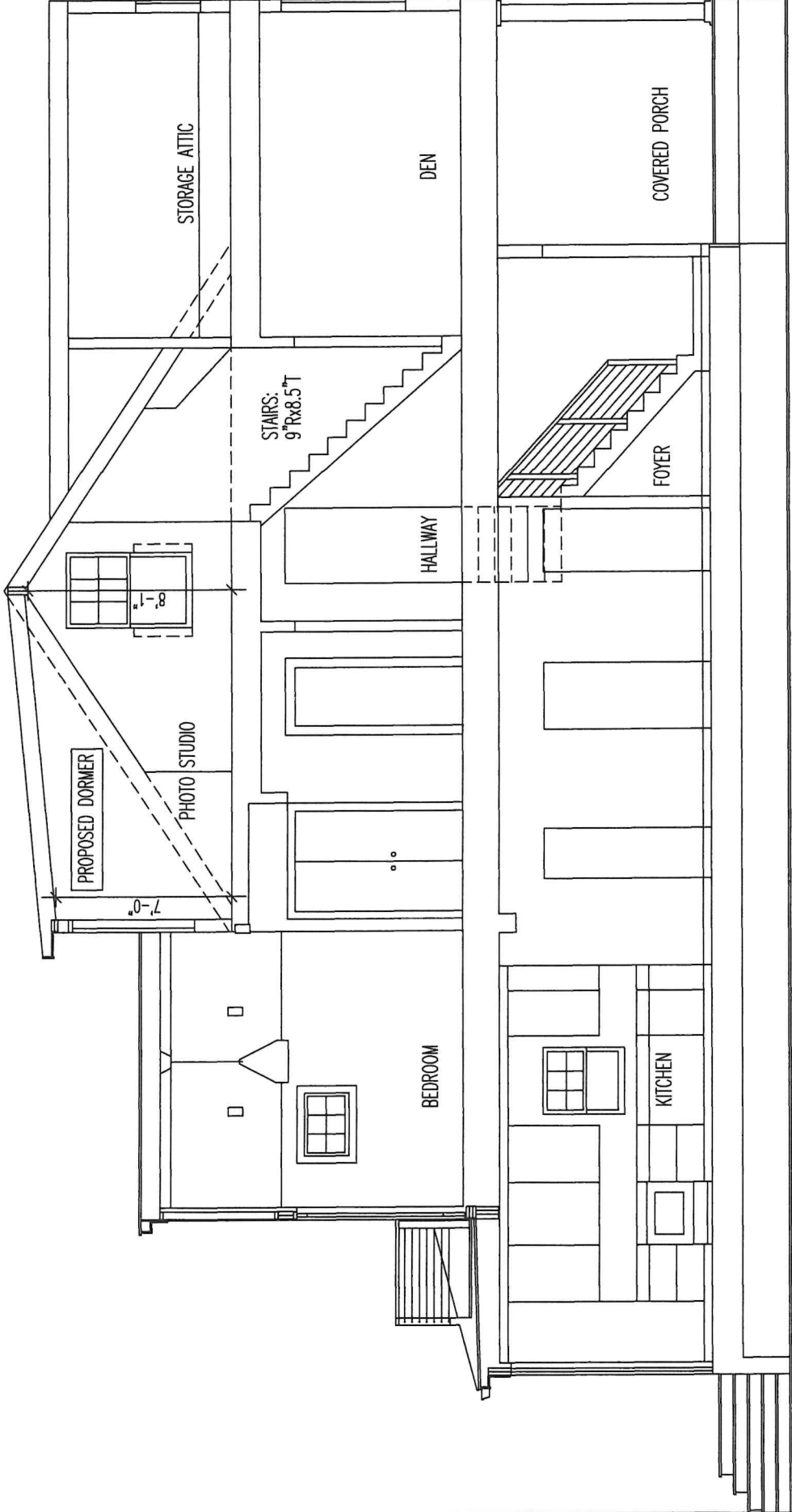
DATE: 03/06/2025
SCALE: 1/4" = 1'-0"

CROSS SECTION

DWG. NAME

DWG. NO. A-200

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CROSS SECTION

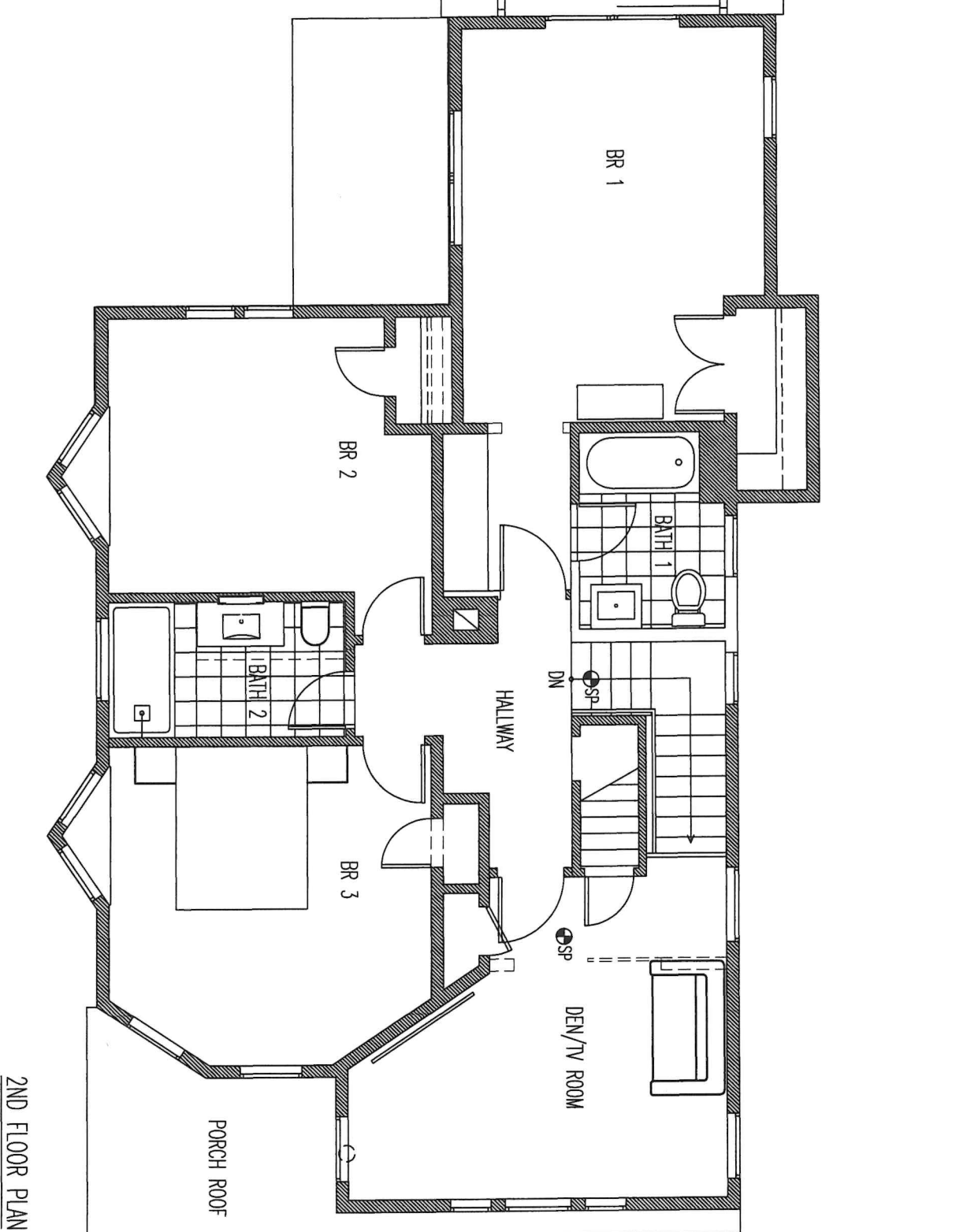


SOUTH ELEVATION

DORMER SPECIFICATIONS
 ROOF: STANDING SEAM METAL ROOFING, COLOR: MEDIUM GRAY
 SIDING: BEVELLED CEDAR SIDING, 4" EXPOSURE, PAINTED GRAY
 TO MATCH EXISTING, SEE PHOTO #4
 WINDOWS: ANDERSEN TILT-WASH DOUBLE-HUNG FULL FRAME WINDOWS;
 FULL DIVIDED LIGHT, 6 OVER 1, COLOR: WHITE
 FIXED SKYLIGHT: VELUX FCM 3030
 EXTERIOR WINDOW AND FASCIA TRIM: VERSATEX, WHITE, TO MATCH EXISTING
 WHITE ALUMINUM GUTTER TO MATCH EXISTING, SEE PHOTO #4

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<p>PROPOSED ALTERATIONS</p> <p>CHALKIN RESIDENCE</p> <p>GREENPORT, NY 161 CENTRAL AVE</p> <p>ARCHITECT FRANK UELLENDHAL 123 CENTRAL AVENUE GREENPORT, NY 11944 TEL: 631-477-8824</p> <p>OWNERS HILARY KEBLICK & DENNIS CHALKIN 5 EAST 16TH STREET NEW YORK, NY 10003 TEL: 201-310-5701</p>	<p>DATE: 02/06/2025 SCALE: 1/4" = 1'-0"</p> <p>SOUTH ELEVATION</p> <p>DWG. NAME</p> <p>DWG. NO. A-300</p>
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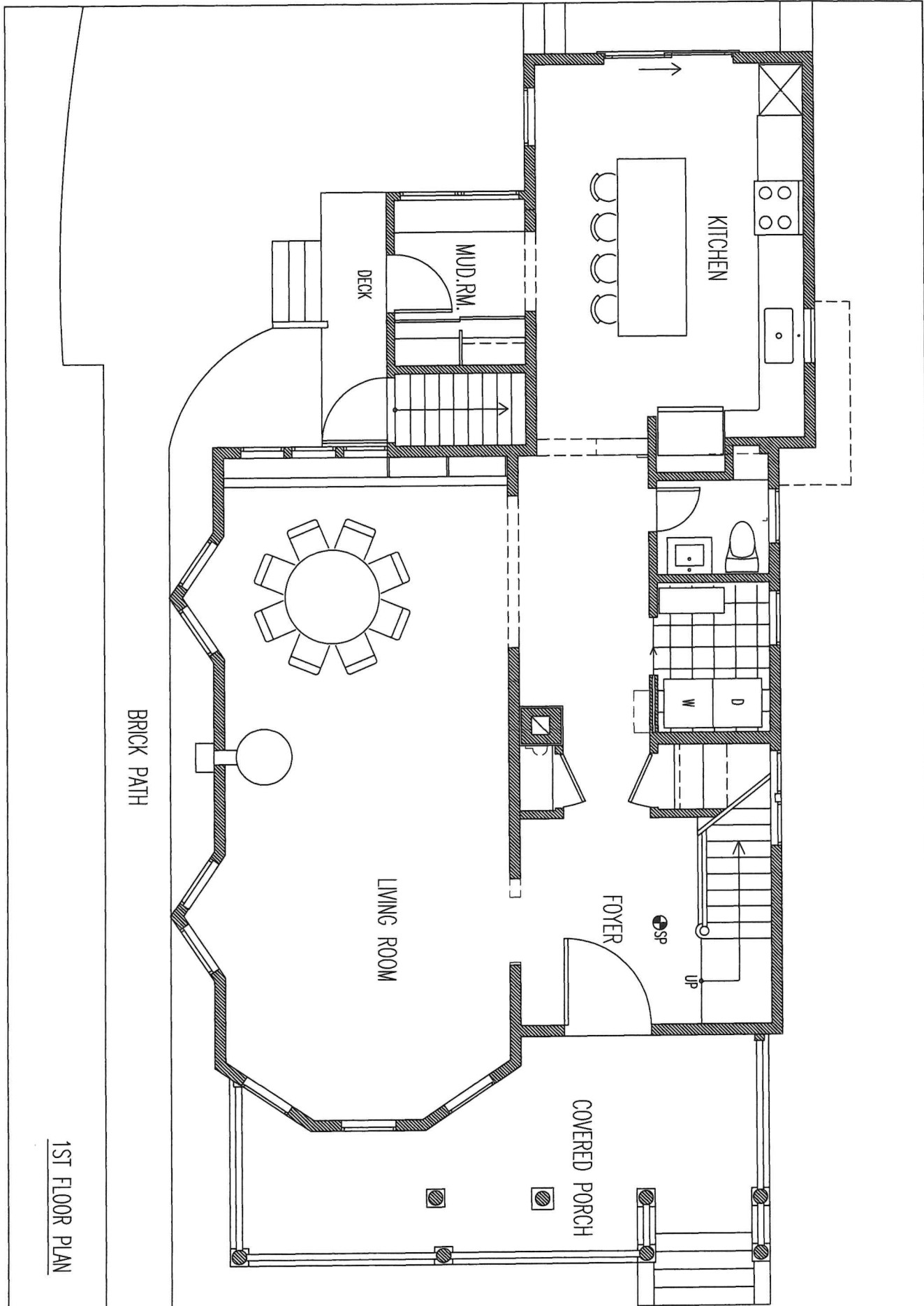


2ND FLOOR PLAN

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<p>DATE: 02/06/2025 SCALE: 1/4" = 1'-0"</p>	<p>2ND FLOOR PLAN</p>	<p>DRS. NAME: _____ _____ _____ _____</p>	<p>OWNERS HILARY KELBICK & DENNIS CHALIKIN 5 EAST 16TH STREET NEW YORK, NY 10013 TEL: 201-310-5701</p>	<p>ARCHITECT FRANK UELLENDHAL 123 CENTRAL AVENUE PO BOX 316 GREENPORT, NY 11944 TEL: 631-477-8824</p>	<p>GREENPORT, NY 161 CENTRAL AVE</p>	<p>KELBICK CHALKIN RESIDENCE</p>	<p>PROPOSED ALTERATIONS</p>
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A-400



BRICK PATH

LIVING ROOM

FOYER

KITCHEN

MUD.RM.

DECK

COVERED PORCH

1ST FLOOR PLAN

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<p>KELBICK PROPOSED ALTERATIONS</p>	<p>CHALKIN RESIDENCE</p>	<p>GREENPORT, NY 161 CENTRAL AVE</p>	<p>ARCHITECT FRANK UELLENDIHL 123 CENTRAL AVENUE PO BOX 316 GREENPORT, NY 11944 TEL: 631-477-8824</p>	<p>OWNERS TILANY KELBICK & DENNIS CHALKIN 5 EAST 18th STREET NEW YORK, NY 10003 TEL: 201-516-5901</p>	<p>DATE: 02/06/2025 SCALE: 1/8" = 1'-0"</p>	<p>1ST FLOOR PLAN DWS. NAME DWS. NO. A-500</p>
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METAL ROOFING, WALL, AND PERIMETER EDGE FINISHES



QUICK-SHIP STOCKING COLORS



SPECIAL ORDER COLORS

