

### ***Why Have a Historic District?***

Its purpose is to:

- Ensure the Village's growth and development, consistent with its history
- Identify, preserve, and enhance structures which represent the distinctive elements of the Village's historic, maritime, architectural and cultural heritage
- Foster civic pride in accomplishments of the past
- Protect and enhance the Village's attractiveness to residents and visitors thereby supporting the local economy, and
- Provide for architectural review to ensure compatibility with historic or architectural characteristics

### ***Where is the Historic District?***

The historic district fans out from the Village's Main Street waterfront business district. A map of the historic district may be found on the Village website at:

<http://villageofgreenport.org/files/Zoning-Map-06-29-09-D-size.pdf>

### ***What is the Significance of the Historic District?***

The historic district represents the largest, most intact concentration of historic resources in the Village. It includes most of the older commercial and residential core of Greenport and contains a large, dense collection of largely unchanged structures which date from circa 1810 to the 1930s

### ***Rights and Responsibilities of Homeowners?***

Homeowners must obtain a *Certificate of Appropriateness* prior to making alterations or changes to their property. The code provides relief if economic hardship is demonstrated

### ***What Changes Are Subject to Review?***

The architectural character and general composition of the ***exterior of a structure***, including color and texture of the building material, and the type, design and character of elements such as windows, doors, light fixtures, signs, etc.

### ***What Happens After the Review?***

If approved, a *Certificate of Appropriateness* is issued authorizing an alteration, construction, removal, or demolition

### ***What are the Steps to Obtain a Certificate of Appropriateness?***

- Complete an application and supporting materials and submit them to Village Hall
- Attend or have a representative attend a meeting of the HPC during which the application is reviewed

### ***What Types of Information Are Needed for an HPC Review?***

- A completed application and the appropriate fees
- A Building Permit, if warranted by the proposed plan
- A site plan, and photos of adjacent properties
- Details about the proposed materials including specifications, photos and ***samples of actual materials***

Applicants may consult the *Certificate of Appropriateness Application Checklist* on the Village website for greater detail about the application process

## ***How Long Does the Review Process Generally Take?***

Typically, applications are acted upon within 30 days from the time a completed application is received

The timeframe may be longer if the application is incomplete or if there are questions about the proposed plan

For applications involving major alterations, the Commission may hold a public hearing to provide a forum for the public to express their views, in which case, the application will be acted on within 30 days of the public hearing

## ***What Happens if a Small Repair Turns into a Major Renovation?***

Work should be suspended and a revised application for a review of the planned work must be submitted to the Historic Preservation Commission

## ***What are the Penalties for Acting without Authorization?***

- A stop work order may be issued delaying project completion
- Fines may be issued
- Work may be required to be undone

## ***Where May I Find More Information?***

Several useful documents are available on the Village website including:

- *Guidelines for Applications for a Certificate of Appropriateness for Buildings in the Greenport Historic District*
- *Application for a Certificate of Appropriateness*
- *Certificate of Appropriateness Application Checklist*
- *Historic Preservation Commission Frequently Asked Questions (FAQ)*
- *Resources for Historic Preservation and History*
- *Tax Credit Programs for our Residential and Commercial Owners*
- *Chapter 76 in the Village Code*
- *“How Old is My Greenport Village House?”*

## ***Whom Should I Contact with Questions?***

<https://villageofgreenport.org>

631-477-0248



# ***A Guide to Architectural Review in the Historic District***



*Andrew J. Wiggins' House in The Historic District  
Courtesy of Roselle Borrelli*

**Historic Preservation  
Commission (HPC)  
Village of Greenport**

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