



**Pregunte por favor
las instrucciones
en español si está
necesitado.**

Architectural Review Commission

ARC

City of Newburgh

Application Packet

Included in this packet are:

- ✓ Instructions for the proper filling out of application and necessary materials to be submitted with application.
- ✓ Application
- ✓ State Environmental Quality Review (SEQR) Short Form for Unlisted Actions and the Negative Declaration Form.

Return completed original application with copies and applicable fee to:

City of Newburgh Code Compliance Office
123 Grand Street, Newburgh, NY 12550
(845) 569-7400, Fax (845)-569-0096
Office Hours: Mon-Fri. 8 am to 4 pm





Application Instruction Pages

The Architectural Review Commission meets on the second Tuesday of the month, at the Activities Center on Washington Street, at 7:30 pm unless otherwise posted.

Application and Submission Requirements

This checklist is provided as an aid to completing a comprehensive application. By including all the required items listed below, with your application, you will navigate the process of review for approval, without delays. Please be sure you understand the categories from page two & three, indicating the type of work you are requesting. Additionally, it is recommended that you research the appropriate materials to complete the job. If you have any questions please feel free to request a consultation with the City Historic Preservation Officer.

NOTE: The ARC encourages you not to purchase materials for use in the project until your COA and permit are granted. If you have already purchased the materials please consult with your vendor, as to return policies and any restocking or exchange fees you may be charged should the materials be denied approval for use by the ARC. Most vendors will take back an excess of material purchased for refund, please check their policy before purchase.

Submit one (1) original master copy of your complete application, and nine (9) copies.

Failure to submit **all required items** with your application will cause application to be put on hold until supplied.

REQUIRED ITEMS:

***Applications for Painting ONLY are required to meet the Photographs and Color selection requirements.**

- Site Plan** – This may be a property survey less than five years old or a clearly drawn, reasonable representation of the building lot. Include all the following: Property lines (must show distance between street curb and property line). Note the location and dimensions of all existing and proposed buildings. Dimensions of required and proposed front, side, and rear yards. The location of existing and proposed height of walls and fences. Building footprints and approximate height of structures on adjacent lots. Location of all windows on affected elevations of adjacent properties. Location and dimensions of existing and proposed, walkways, driveways, garages, carports, required off-street parking spaces and vehicle backup areas. Location and dimension of existing and proposed private and common open space. Location of drainage ways and access easements. Location of all existing landscaping and exterior lighting.
- Photographs** – (Color) Digital photographs are acceptable but they must be clear, of good quality and show detail. Photos should be taken from several angles (front/back/each side/top/bottom/ close up and wide views) and/or locations to show the general layout, site, building and details. The more photos the better. A photo reference drawing of the building/project is encouraged to illustrate the location shown in the photo. Also include Photographs of adjacent lots and buildings or similar buildings and details around the neighborhood. You will need one color set submitted as a master with your application. You can print out from digital, for your application but bring original prints with you during your review session.
- Drawings/Plans** – One set of existing elevations, and one set of prospective with proposed changes showing (before and after). – Show all sides (with direction indication) of existing elevations of building (where alteration is intended) with compass bearings and drawings of the proposed changes, accurate 1/8" – 1' scale. Include on drawing or separate attachment to drawing all materials to be used, material dimensions, and color. The location of existing/proposed vents, gutters, downspouts, air conditioning equipment, antenna/satellite dish, lighting, utility meters and garbage can storage areas. Details for fascia, cornice, windows, doors, siding, trim, sills, roofing elements/materials, railing and fencing, and final height of building.

Application Instruction pages continued.

- Material specifications** – Cut Sheets/Brochures, etc. Provide manufactures name, make, model number, color, material makeup and technical specification sheets. It is not necessary to provide 10 copies of each brochure/catalog/product literature just one master copy and a clear readable copy of the pages with the relevant information is sufficient. If these are not available from your vendor, please print out from the manufactures website. If you have photos of the proposed materials or its application on a neighboring building please include for reference. You will need a sample of the product material to bring with you for your review session. A sample board of all materials to be used may also be presented during review session. For Siding replacement; provide details on installation.
- Colors** – Provide paint manufacture and color name and number. Attach paint sample chip from retailer with choice indicated. The ARC encourages the use of historically appropriate colors for the types of building you are working on/with. Several major paint manufactures have Historic paint color lines. (Benjamin Moore, Sherwin Williams) National Register of Historic Places has approved paint colors that are available through Valspar. Many paint stores offer color matching services (Home Depot and Lowes). The ARC suggests that you choose a high quality paint and do the necessary paint preparation work to get the most from your paint job.
- SEQR Short Environmental Assessment Form** – If required, complete the enclosed forms and file with the application packet.

Additional Requirements for Demolitions ONLY – Material Specifications and Colors not required for Demolition requests.

- Engineers report
- Building Inspectors report.

Additional Information – The following is not necessary but may be requested by ARC depending on the scope of your project. If you have any of these items please indicate on your application and bring to your review session.

- Architectural Model
- Massing Study
- Color Renderings

NOTE: To replace a wood front porch baluster with a pressure treated one is **not** an “In Kind” Replacement or Repair. An In Kind Replacement or Repair would be same material, style and color as the original; it needs to be Historically correct to be considered this kind of replacement or repair.

An In Kind Repair or Replacement **would be** the stripping, re-glazing and painting back to original color an existing wooden window. An In Kind Repair or Replacement is **NOT** the installation of new vinyl clad wood windows with low e-insulating glass, this would be considered an Exterior Alteration.

Be sure to be as specific as possible in completing your description of work to be done. The more details the better.

Once a decision is rendered by the Commission you will receive a letter with the decision information from the Building/Code Compliance Office.

Definitions

PRESERVATION IS DEFINED as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

REHABILITATION IS DEFINED AS the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features, which convey its historical, cultural, or architectural values.

Application Instruction pages continued.

RESTORATION IS DEFINED AS the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

RECONSTRUCTION IS DEFINED AS the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

REPAIR - When the physical condition of character-defining materials and features warrants additional work **repairing** is recommended. Guidance for the repair of historic materials such as masonry, wood, and architectural metals again begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading them according to recognized preservation methods. Repairing also includes the limited replacement in kind--or with compatible substitute material--of extensively deteriorated or missing parts of features when there are surviving prototypes (for example, brackets, dentils, steps, plaster, or portions of slate or tile roofing). Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design as well as the substitute material itself convey the visual appearance of the remaining parts of the feature and finish.

PROTECTION - Protection generally involves the least degree of intervention and is preparatory to other work. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coating; the cyclical cleaning of roof gutter systems; or installation of fencing, protective plywood, alarm systems and other temporary protective measures.

REPLACEMENT - If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation project, then its replacement is appropriate. This does not mean to completely remove and replace with new material. It does mean to make whole again a feature that--although damaged or deteriorated--could reasonably be repaired and thus preserved.

Where an important architectural feature is missing, its recovery is always recommended as the *first* or preferred, course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, and if it is desirable to re-establish the feature as part of the building's historical appearance, then designing and constructing a new feature based on such information is appropriate. However, a second acceptable option for the replacement feature is a new design that is compatible with the remaining character-defining features of the historic building. The new design should always take into account the size, scale, and material of the historic building itself and, most importantly, should be clearly differentiated so that a false historical appearance is not created.

Consult with the City Preservation Officer, Historian, or Records Office for possible assistance in locating pictorial documentation of the property. These offices are located at 123 Grand Street.

The ARC looks forward to working with you. Thank you.

Application Fees: Refer to City Code Section 163-16 (Make check payable to "City of Newburgh". All fees are non-refundable.)

- Application incl. Public Hearing - \$100.00
- Fee w/No Public Hearing - \$25.00 (Paint or In Kind Repair ONLY)
- Signs in connection with Sign Permit - \$50.00
- Referral to Zoning or Planning Board - Free



Application

Application Number # _____
(For Office use only)

Print legibly in blue or black ink. Do not leave any spaces blank.

Project Address: _____ **Tax Map #:** _____
Section/Block/Lot

District Designation: East End Colonial Terraces Waterfront Other _____

Current use: Commercial Industrial Religious/Educational Residential Multi Family

Current Area Zoning: _____

Applicants Name: _____ Phone #: _____ Fax/Email: _____

Applicant Address: _____

Applicant is: Property Owner Lessee Purchaser under Contract General Contractor Architect

If Applicant is not the Property Owner complete the following and attach notarized proxy statement:

Owner Name: _____ Phone #: _____ Fax/Email: _____

Owner Address: _____

Application type: (check all that apply)

- Referral to Zoning Painting* Window replacement
- Building alteration/addition In Kind Repair/Restoration Landscaping/hardscapes
- Fencing/gates Sign/lighting Demolition Other: _____

Has work on the project begun? Yes No

Have you been issued a Violation? No Yes, attach a copy of the violation issued.

This work will require a permit? No Yes (Note: A separate application is required for permits once COA is issued.)

Is this work being done for historic tax credits? Yes No

Will work be done under a grant or public funding? No Yes, Specify: _____

Have you submitted to SHPO and gotten approval? No Yes, attach a copy of all documents sent to and received from SHPO.

Attach all required documentations listed in the application instruction pages.

Failure to provide required items can cause a delay of your application.

* For Painting applications ONLY, Color Photographs and Color Selections are required.

Included in this application are the following: (check all that apply)

- Site Plan Photographs Drawings/Plans
- Material Specifications Color Selection Other _____

(over)



Application (cont'd)

Explain in detail proposed action: _____

SEQR Environmental Assessment Form: Attached Not required (Painting only)

Applicant/Owner Disclosure and Signature:

Does any City Officer, employee, or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application? No Yes.

If **Yes**, a statement disclosing the name, residence, nature, and extent of this interest must be filed with this application.

I, the undersigned, the owner, lessee, purchaser under contract, general contractor, or architect of the property, hereby request review and approval by the Architectural Review Commission relating to the above identified property. I agree to meet all requirements under section 240-8 for the Architectural Review of the Zoning Code of the City of Newburgh.

Applicant Printed Name: _____

Applicant Signature: _____ Date: _____

Property Owner Printed Name: _____

Property Owner Signature: _____ Date: _____

Application Fees: Refer to City Code Section 163-16

- Application incl. Public Hearing - \$100.00
- Fee w/No Public Hearing - \$25.00 (Paint or In Kind Repair ONLY)
- Signs in connection with Sign Permit - \$50.00
- Referral to Zoning or Planning Board - Free

Make check payable to "City of Newburgh". All fees are non-refundable.

617.20
Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF.
 Yes No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.
 Yes No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?
 Yes No If Yes, explain briefly:

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?
 Yes No If Yes, explain briefly:

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

- Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
- Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts **AND** provide, on attachments as necessary, the reasons supporting this determination.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (If different from responsible officer)

Reasons Supporting This Determination:

(See 617.7(a)-(c) for requirements of this determination ; see 617.7(d) for Conditioned Negative Declaration)

If Conditioned Negative Declaration, provide on attachment the specific mitigation measures imposed, and identify comment period (not less than 30 days from date of publication in the ENB)

For Further Information:

Contact Person:

Address:

Telephone Number:

For Type 1 Actions and Conditioned Negative Declarations, a Copy of this Notice is sent to:

Chief Executive Officer , Town / City / Village of

Other involved agencies (If any)

Applicant (If any)

Environmental Notice Bulletin, 625 Broadway Albany NY 12233-1750 (Type One Actions only)