



## ARC COA Application Instructions

### Department of Code Compliance

123 Grand Street, Newburgh, New York 12550

Phone: (845) 569-7400 Fax: (845) 569-0096

[www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov)

#### A. Overview

Alteration, restoration, demolition, new construction, removal of landmarks, or any material change to the exterior of a property located in a Historic or Architectural Design District require a Certificate of Appropriateness (COA) from the Architectural Review Commission (ARC). Some activities, however, are exempt from the COA requirement. Please review the exemption list and clearly indicate the type of work that you are proposing. Projects on the exempt list below do not require a COA. **Note:** *The ARC highly recommends you do not purchase materials for use in the project until your COA and permit are granted.*

**Find map of Historic and Architectural Design and Overlay Districts at:**

<http://www.cityofnewburgh-ny.gov/sites/newburghny/files/file/map.pdf>

**Find relevant code sections at:** <http://ecode360.com/NE1082>

#### I. ARC Meetings and Public Hearing

The ARC meets on the second Tuesday of the month, at the City Hall Council Chambers, 83 Broadway, at 7:30 PM, unless otherwise posted.

#### II. Certificate of Appropriateness Exemption List

The following activities do not require a COA from the ARC:

- Repair, replacement and installation of electrical, plumbing, heating and ventilation systems (provided that such work does not affect the exterior of the structure).
- Caulking, weather stripping, glazing and repainting of windows.
- Repair of porches, cornices, exterior siding, doors, balustrades, stairs or other trim when the repair is done in-kind to match existing material and form.
- Repair of storm windows (exterior, interior, or wood), provided they match the shape and size of historic windows and that the meeting rail coincides with that of the historic window; color should match trim.
- Installation of new window jambs or jamb liners.
- Repair or replacement of awnings when work is done in-kind to match existing materials and form.
- Roof repair of historic roofing with material that matches the existing material in form or better.
- Repair of gutters and downspouts that match the existing material in form or better.
- Installation of insulation where exterior siding or trim is not altered or damaged and is not inset from the insulation or stays proud of the building plane as intended.
- Repair of existing roads, driveways, sidewalks and curbs, provided that work is done so that there are no changes in dimension or configuration of those features. Concrete used for sidewalks, curbs and driveway aprons shall be dyed in the mix prior to placing emulate bluestone in the historic district.
- Exterior lead paint abatement that includes scraping and repainting in same color of exterior work and masonry surfaces.
- Repair of fencing when work is done in-kind to match existing material and form.
- Repair or replacement of water, gas, storm or sewer lines.
- Certain Emergency repairs necessitated by a casualty to the property (fire, storm, flood, etc., please consult with Code Compliance Supervisor)

#### III. Consent Agenda

A consent agenda is a collection of routine items that a commission elects to pass with a single motion and vote. The City of Newburgh does not require applicants whose applications are placed on the Consent Agenda to attend the ARC meeting, although the applicant may attend. The ARC may remove an application from the consent agenda if it determines the application should be heard during the normal course of a meeting. In this case, if the application is complete, it is typically placed on the agenda for the next meeting of the ARC. The list of items eligible for the consent agenda can be found on the ARC website: [insert link].

## **B. Submission Requirements Projects Requiring a COA**

Submit **one (1)** complete original application, and **nine (9)** copies to the ARC to the Land Use Board Secretary on the second floor at City Hall, 83 Broadway. In the alternative, applicants may submit **one (1)** complete original application and a complete digital set of application materials in .pdf format on a CD. The applicant must submit the application by the third Tuesday of the month to be placed on the agenda at the following monthly ARC meeting. Incomplete applications will not be considered for the agenda of the ARC.

### **I. For Painting Application Only**

- **Photographs** – Provide photographs of the site and all buildings. Wide-angle and close up views provide both perspective and detail. Please provide a photo reference drawing that indicates the location of each photo. At least one set of color photographs must be provided, additional copies may be in black and white. Providing clear pictures will help the ARC to review and approve your application.
- **Colors** – Provide paint manufacturer, color name, number and paint sample chip. Although several paint manufactures, such as Benjamin Moore, Valspar, and Sherwin Williams, have historic paint color lines; it is not required to use a particular brand of paint. Many paint retailers offer color matching services.
- **Fee** - Applications for Painting Only must include a check payable to the “City of Newburgh” for \$25 for a COA application without a public hearing.

### **II. Sign Application Only**

- **Photographs** – As stated under section I, Painting
- **Colors** – As stated under section I, Painting. Where color is not achieved by paint or stain, product manufacturer color identification name, number, and sample must still be provided.
- **Material specifications** – Information on the types of materials to be used must be submitted. A sample board of all materials is often presented during review sessions. Where a manufacturer’s brochure or technical information sheet is available, it should be provided.
- **Drawings/Plans** – Drawings/plans, made to scale, showing: location of the proposed sign, type of lettering and graphics including dimensions and colors, and method of illumination, if any. When available, elevation and perspective drawings should be submitted. All drawings/plans must bear the name of party who prepared the drawings/plans. If the drawings/plans were prepared by a New York state registered Design Professional, the professional’s seal and signature must be on each drawing.
- **Form Based Code (FBC)** – The City has incorporated overlay districts throughout the City under the FBC portion of the Zoning Code. Applicants within a FBC overlay should review the Code for applicable requirements. You can learn more about the City’s FBC here: **[insert link to form based code sections]**
- **Fee** - All sign applications must include a check payable to the “City of Newburgh” for \$100 for a COA application with a public hearing.

### **III. Fence Application Only**

- **Photographs** – As stated under section I, Painting.
- **Colors** – As stated under section I, Painting. Where color is not achieved by paint or stain, product manufacturer color identification name, number, and sample must still be provided.
- **Material specifications** – As stated under section II, Sign
- **Drawings/Plans** – Provide a plot plan or survey showing the proposed location of the fence.

- **Form Based Code (FBC)** – As stated under section II, Sign
- **Fee** - All fence applications must include a check payable to the “City of Newburgh” for \$100 for a COA application with a public hearing.

**IV. All Exterior Projects (other than for Painting, Sign, or Fence Only applications)**

- **Photographs** – As stated under section I, Painting.
- **Colors** – As stated under section I, Painting. Where color is not achieved by paint or stain, product manufacturer color identification name, number, and sample must still be provided.
- **Material specifications** – As stated under section II, Sign
- **Drawings/Plans** – Seven copies of the following plans should be submitted: fully dimensioned survey or site plan, fully dimensioned exterior elevations of all sides of every building (for alterations, both existing and proposed plans should be submitted), fully dimensioned details of windows, gutters, moldings, or other special architectural elements, architectural lighting, landscape/hardscape, and mechanical plans (showing the locations and treatment of all proposed exterior mechanical equipment, such as utility meters, generators, a/c condensers, roof-top units, or fuel storage devices). All plans must be made to scale, architectural plans may not be scaled to less than 1/8”. All drawings/plans must bear the name of party who prepared the drawings/plans. If the drawings/plans were prepared by a New York state registered Design Professional, the professional’s seal and signature must be on each drawing. Details regarding signs, awnings, and fences should be provided as stated under Sections I and II of these instructions.
- **Form Based Code (FBC)** – As stated under section II, Sign
- **State Environmental Quality Review (SEQR)** – SEQR establishes a process to consider environmental factors early in the planning stages of development activities, or *Actions*. Actions are classified as *Type I*, *Type II*, or *Unlisted*. Type II Actions are exempt from SEQR requirements, they have been found not to have a significant environmental impact and do not require preparation of an Environmental Assessment Form (EAF). Generally, Type II actions include maintenance or repair involving no substantial changes to an existing structure or facility and demolition and construction of a single through three family building on an approved lot. Type I and Unlisted Actions may have an environmental impact and require submission of an EAF and other documentation. Please see the NYSDEC website and SEQR Handbook for more information: <http://www.dec.ny.gov/permits/6188.html>
- **Coastal Assessment Form (CAF)** – An applicant must submit a CAF so that a determination of coastal consistency can be made. Coastal consistency review is required for projects proposed in the Waterfront Revitalization Area Boundary and where environmental review is required under SEQRA. Find the Waterfront Revitalization Area Boundary map at: [http://docs.dos.ny.gov/communitieswaterfronts/LWRP/Newburgh\\_C/Original/NewburghSL.pdf](http://docs.dos.ny.gov/communitieswaterfronts/LWRP/Newburgh_C/Original/NewburghSL.pdf)  
Find more information on Waterfront Consistency Review at: <http://ecode360.com/28160802>  
Find CAF at: [Insert link to new CAF application]
- **Fee** - All COA applications must include a check payable to the “City of Newburgh” for \$100 for a COA application with public hearing.

**V. For Demolitions Only.**

*Submission requirements outlined in All Exterior submission requirements listed above except for material specifications and colors. Plus, the following:*

- **Engineer or Architect Report** - It is highly recommend that the applicant engage a certified engineer or architect to provide a written report as to whether the building is structurally sound. Applicants can also seek a written opinion from the Building Inspector.
- **Historic Demolition Building Permit** – Must be filed with the Building Department located at 123 Grand Street.
- **SEQRA** – As stated under section IV, All Exterior Projects
- **Coastal Assessment Form (CAF)** – As stated under section IV, All Exterior Projects

- **Fee** - All COA applications must include a check payable to the “City of Newburgh” for \$100 for a COA application with public hearing.



## ARC Certificate of Appropriateness (COA) Application

### Department of Code Compliance

123 Grand Street, Newburgh, New York 12550

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Application #: \_\_\_\_\_

#### **Activity:**

- Painting **Only**  
 Sign **Only**  
 Fence/Gate **Only**  
 Window Replacement  
 Building Alteration/Addition  
 In-Kind Restoration (non-exempt)  
 Demolition  
 Landscape/Hardscape  
 Mechanical Equipment  
 Other: \_\_\_\_\_

#### **Structure Type:**

- Residential (1-2 Family)  
 Residential (More than 2 Family)  
 Commercial  
 Combined Use (Residential & Commercial)  
 Industrial  
 Religious/Educational

#### **Consent Agenda**

- Applicant requests consideration for inclusion on Consent Agenda

**Project Description:** *(Please briefly describe the proposed project).*

#### **A. Property Information:**

Street Address:					
City:	Newburgh	State:	NY	Zip:	12550
Tax Map Designation:	Section:	Block:	Lot(s):		
Zoning District:					
<i>find at: <a href="http://www.cityofnewburgh-ny.gov/sites/newburghny/files/file/file/2008-zoning11x17.pdf">http://www.cityofnewburgh-ny.gov/sites/newburghny/files/file/file/2008-zoning11x17.pdf</a></i>					
Overlay District:	<input type="checkbox"/> East End	<input type="checkbox"/> Colonial Terraces			
	<input type="checkbox"/> Waterfront	<input type="checkbox"/> Other: _____			
<i>find at: <a href="http://www.cityofnewburgh-ny.gov/sites/newburghny/files/file/file/2008-zoning11x17.pdf">http://www.cityofnewburgh-ny.gov/sites/newburghny/files/file/file/2008-zoning11x17.pdf</a></i>					
Flood Insurance Zone:					
<i>find at: <a href="https://msc.fema.gov">https://msc.fema.gov</a></i>					

#### **B. Property Owner:**

Name:					
Address:					
City:		State:		Zip:	
Phone:					
Fax:					
Email:					

**C. Applicant:** (If Applicant is different than property owner, property owner must complete attached proxy statement confirming authorization of Applicant.)

Name:					
Address:					
City:		State:		Zip:	
Phone:					
Fax:					
Email:					

**D. Attached/Required Documents:** (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Photographs   | <input type="checkbox"/> Colors                                    |
| <input type="checkbox"/> Drawings/Plans  | <input type="checkbox"/> Site Plan                                 |
| <input type="checkbox"/> Material Specifications                               | <input type="checkbox"/> SEQRA Environmental Assessment Form (EAF) |
| <input type="checkbox"/> Engineers/Architects Report                           | <input type="checkbox"/> Coast Assessment Form (CAF)               |
| <input type="checkbox"/> Building Inspectors Report                            | <input type="checkbox"/> Other _____                               |
| <input type="checkbox"/> Fee \$ _____ (Check made payable to City of Newburgh) |  |

**E. Disclosure:**

Does any City Officer, employee, or family member thereof have a financial interest (as defined by General Municipal Law Section 809 (<http://public.leginfo.state.ny.us/lawssrch.cgi?NVLWO:>) in this application?  Yes  
 No

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

**F. Signatures:**

By signing this application the applicant attests that, to the best of his or her knowledge, all information provided herein is accurate and truthful. The undersigned further agrees the subject property may be entered and inspected by any City Staff, Board, or Commission members responsible for the review or approval of this application.

Applicant Name (Print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Owner's Proxy Statement

### Department of Code Compliance

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ny.gov

www.cityofnewburgh-

COMPLETE THIS FORM ONLY IF APPLICANT IS OTHER THAN OWNER.  
THE FOLLOWING STATEMENT MUST BE SIGNED AND NOTARIZED

#### A. Property Information:

Street Address:						
City:	Newburgh	State:	NY	Zip:	12550	
Tax Map Designation:	Section:		Block:		Lot(s):	
Zoning District:						
<i>(find at):</i> <a href="http://www.cityofnewburgh-ny.gov/sites/newburghny/files/file/file/2008-zoning11x17.pdf">http://www.cityofnewburgh-ny.gov/sites/newburghny/files/file/file/2008-zoning11x17.pdf</a>						
Flood Insurance Zone:						
<i>(find at):</i> <a href="https://msc.fema.gov">https://msc.fema.gov</a>						

#### B. Property Owner:

Name:					
Address:					
City:		State:		Zip:	
Phone:					
Fax:					
Email:					

#### C. Applicant: (Party making application on owner's behalf)

Name:					
Address:					
City:		State:		Zip:	
Phone:					
Fax:					
Email:					

#### C. Owner Proxy Statement:

\_\_\_\_\_ swears that he/she is the owner of the subject property.  
\_\_\_\_\_, the applicant of signed application is the – Agent /Corporate Officer /Contractor /Other \_\_\_\_\_ of said owner or owners and is duly authorized to perform said work and to make and file this application; That all statements contained in the application are true to the best of his/her knowledge and belief; that work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Public: \_\_\_\_\_ Date: \_\_\_\_\_