

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

PAID

APR 19 2024

VILLAGE OF GREENPORT
 GREENPORT NY 11944



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 type="checkbox"/>	<input checked="" 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 checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Remit the Application Fee for a Certificate of Appropriateness Application Review	<input 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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>
12.	Obtain the Certificate of Appropriateness at Village Hall once the Historic Preservation Commission approves the application	<input type="checkbox"/>	<input type="checkbox"/>



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

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HISTORIC PRESERVATION COMMISSION REVIEW

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

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

DATE OF APPLICATION: 4/16/2024

LOCATION OF PROPERTY: 314 Main Street, Greenport

SUFFOLK COUNTY TAX MAP NUMBER: 1001-4-7-27

PROPERTY OWNER: Zach baba 314 Greenport LLC

ADDRESS: 314 Main st., Greenport PHONE: 917- [REDACTED]

EMAIL ADDRESS: [REDACTED]

ARCHITECT/DESIGNER: Hamptons Signs - Anthony Drozd

ADDRESS: [REDACTED] Southampton PHONE: 63 [REDACTED]

EMAIL ADDRESS: [REDACTED]

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).

Installation of the sign - renderings provided

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).

OTHER APPROVALS REQUIRED:

SIGNATURE OF OWNER OR AUTHORIZED AGENT:

DATE:

Stephen F. 961, agent for applicant
4/19/24



3/4" PVC Sign board - single sided
Printed sign with gloss lamination.
Edge of board white
Colors: White and PMS 171c Orange

Installed with stainless steel "L" brackets.
Sign rests on brackets and stainless steel
screws go into top and bottom of the sign,
leaving a clean face.

