

# VILLAGE OF MORRISVILLE

P.O. BOX 955 MORRISVILLE, NEW YORK 13408  
TELEPHONE: (315) 684-7007 FAX: (315) 684-9268

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

### FILING INSTRUCTIONS

Pursuant to §111-8 of the Code of the Village of Morrisville, no person shall carry out any exterior alteration, restoration, reconstruction, demolition, new construction or moving of a landmark or property within a historic district nor shall any person make any material change in the appearance of such a property, its light fixtures, signs, sidewalks, fences, steps, paving or other exterior elements visible from a public street or alley which affect the appearance and cohesiveness of the historic district without first obtaining a certificate of appropriateness from the Historic Preservation Commission (hereinafter "Commission").

No building permit shall be issued for such proposed work until a certificate of appropriateness has first been issued by the Commission. The required certificate of appropriateness shall be in addition to and not in lieu of any building permit that may be required by any other local law of the Village of Morrisville.

The Commission shall approve with modifications or deny the permit within 60 days from receipt of the completed application. The Commission may hold a public hearing on the application, at which an opportunity will be provided for proponents and opponents of the application to present their views.

The attached application will enable you to provide the Commission with enough information to review your project in the shortest possible time. However, you should plan your project carefully and present this application well in advance of your intended construction start. You should plan to attend the next available meeting of the Commission to discuss your project. Please call the Village Clerk in advance determine when the next meeting is being held and to be placed on the agenda.

Failure to fully complete the application, or failure to submit the necessary attachments, may delay approval.

Before the application for a certificate of appropriateness can be considered complete and ready for submission to the Commission, the applicant must file the following with the Village Clerk:

1. Original and 6 copies of the application completely filled out and signed.
2. Photographs (color 35 mm or digital) of existing structure and of the project area.
3. Elevation drawings of proposed changes, if available.
4. Perspective drawings, including relationship to adjacent properties, if available.
5. Samples of color or materials to be used. Please include color catalogue cuts or manufacturer's reference materials for all new building materials (this includes new doors, windows, fences, roofing material, etc). Please include manufacturer's color strips for all new paint colors. Elevation drawings must indicate materials, color, and location of each.
6. Where the proposal includes signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination and a plan showing the sign's location on the property.
7. Any other information which the Commission may deem necessary in order to visualize the proposed work.
8. Original and one copy of the Disclosure Statement required under Section 809 of the New York General Municipal Law (form attached)

**PLEASE REMOVE THESE INSTRUCTIONS PRIOR TO FILING**

**VILLAGE OF MORRISVILLE**  
**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

*Village Use Only*

(Date Application Filed \_\_\_\_\_  
(  
(Date of Final Action \_\_\_\_\_  
(  
(Action \_\_\_\_\_

HISTORIC NAME OF PROPERTY (IF KNOWN): \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_ TAX MAP#: \_\_\_\_\_

NAME AND ADDRESS OF OWNER:

NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

APPLICANT, AGENT OR CONTRACTOR (IF DIFFERENT FROM OWNER):

NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

SCOPE OF WORK. DESCRIBE ALL PROPOSED WORK INCLUDING MATERIALS, DESIGN AND DIMENSIONS. ATTACH ADDITIONAL PAGES AS NECESSARY:

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DESCRIBE HOW THE NEW CONSTRUCTION IS COMPATIBLE IN SCALE, MATERIALS, AND TEXTURE TO THE DESIGN OF THE EXISTING STRUCTURE AND THE CHARACTER OF SURROUNDING BUILDINGS:

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LIST ANY OTHER FACTORS OR INFORMATION THAT YOU FEEL SHOULD BE CONSIDERED BY THE COMMISSION:

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Applicant consents to appropriate Village action either revoking any approval which may be granted hereafter or obtaining necessary injunctive relief in the event applicant fails to abide by any conditions or restrictions contained herein or imposed hereafter by the Commission.

Applicant hereby acknowledges and represents that all disclosures required by law, and specifically those required by Section 809 of the New York General Municipal Law, have been submitted in writing to the Commission prior to or at the time of submission of this application.

Dated: \_\_\_\_\_, 20\_\_\_\_\_.

APPLICANT'S SIGNATURE:

\_\_\_\_\_  
(Individual Signature)

\_\_\_\_\_  
(Corporate, Partnership or LLC Name)

By: \_\_\_\_\_  
(Officer, Partner or Member)

\_\_\_\_\_  
(Mailing Address of Applicant)

\_\_\_\_\_  
(Telephone Number)

SIGNATURE OF OWNER WHO IS NOT THE APPLICANT:

The undersigned owner(s) of the above described property hereby acknowledge and consent to the submission of this application.

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
Date

VILLAGE OF MORRISVILLE

DISCLOSURE STATEMENT

This affidavit is a part of and must be completed and attached to every application, petition, or request submitted for subdivision approval (approval of a plat), site plan approval, special use permit, zone change or other zoning approval under the Code of the Village of Morrisville.

STATE OF NEW YORK )
COUNTY OF \_\_\_\_\_) SS

1. \_\_\_\_\_ being duly sworn, deposes and says that he/she is:
\_\_\_\_\_
(applicant, petitioner, corporation officer, property owner, etc.)

2. That deponent has read and is familiar with the provisions of the General Municipal Law Section 809 which states:

I. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

II. For the purpose of this action an officer or employee shall be deemed to have an interest in the applicant when he, his spouse or their brothers, sisters, parents, children, grandchildren or the spouse of any of them

- (a) is the applicant, or
(b) is an officer, director, partner or employee of the applicant, or
(c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
(d) is a party to an agreement with such an applicant express or implied, whereby he/she may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

III. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

IV. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

3. That no Village of Morrisville Officer, employee or a relative of either, as defined in Section 809 of the General Municipal Law has any interest in this application or request.

-OR-

4. If a Village of Morrisville Officer, employee or a relative of either as defined in Section 809 of the General Municipal Law has any interest in this application or request give the full particulars in the following paragraph.

Dated: \_\_\_\_\_

(Applicant, etc. - signature)