



CONTACT INFORMATION:

Village Clerk's Office – (716)754-8271

To reference the Village Code Book, please visit our website: villageoflewiston.net

Application for Certificate of Appropriateness

NEXT MEETING DATE AND TIME: _____

ALL DOCUMENTATION DUE BY: _____

GUIDELINES TO FOLLOW:

- No alteration to a designated property shall be commenced without first obtaining a Certificate of Appropriateness from the commission.
- The applicant or a representative shall appear at the scheduled meeting when the application will be reviewed by the commission.
- All documentation is required no later than 10 days prior to the scheduled meeting date in order for the request to be submitted to the commission.
- If additional information is necessary, second submission may be required.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

- Application for a Certificate of Appropriateness shall be made to the commission, in writing on the application provided by the Clerk's Office. The application shall be sufficiently detailed for the commission to evaluate whether the proposed changes will be in harmony with the historic building, structure or site and shall be accompanied, unless their necessities are waived by the commission, by plans illustrating the designated property and in addition, unless waived, shall include:
 1. Name, address, telephone number and email of the applicant
 2. Location of the building, structure or land the exterior architectural features of which are proposed to be changed
 3. Elevations of the proposed change if necessary
 4. Perspective drawing
 5. Samples of the materials (to show both composition and color) to be used in the proposed change
 6. Where the proposed change includes signs or lettering, a scale drawing showing the type of lettering, all dimensions and colors; a description of the materials to be used and the method of illumination if any; and a plan showing the location on the building or property.

Village of Lewiston Denial of Application for Certificate of Appropriateness Date:_____

Sec. 15-107. (b) *Appeal from disapproval of application.* Upon a disapproval of an application for a certificate of approval, if the applicant refuses to modify the application to meet the commission's recommendations, he shall have ten days after the issuance of the commission's decision pursuant to section 15-106, to file an appeal with the village board.

Reasons for Denial:

Commission Chair	Date
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