



Certificate of Appropriateness Application

Town of Clarence | Office of Planning & Zoning
(716)741-8933 | 1 Town Place, Clarence, NY 14031

Town Use Only

Date: _____

Received By: _____

INFORMATION:

Project Address: _____

SBL #: _____

APPLICATION CHECKLIST:

- Location and photographs of property.
- Elevation drawings of proposed changes, if available.
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- Where the proposal includes signs or lettering, a scale drawing showing the types 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.

PROPOSED CHANGES:

GENERAL NOTES:

Additional information which the Historic Preservation Commission may deem necessary in order to visualize the proposed work may be required.

The certificate of appropriateness shall be in addition to and not in lieu of any building permit that may be required by any other ordinance of the Town of Clarence.

The Historic Preservation Commission may hold a public hearing on the application at which an opportunity will be provided for interested parties of the application to present their views.

All decisions of the Historic Preservation Commission shall be in writing. A copy shall be sent to the applicant by registered mail and a copy filed with the Town Clerk's Office for public inspection. Certificates of appropriateness shall be valid for 24 months, after which the owner must reapply if he/she still wishes to undertake work on the property.

CONTACT INFO:

APPLICANT INFO

Name / Business: _____

E-Mail: _____

Phone #: _____

Mailing Address: _____

Town: _____ State: _____ Zip: _____

SIGNATURE

Request for Action shall be filled out completely in the spaces provided. The complete Request for Action shall be submitted to the Office of Planning and Zoning along with all necessary plans, maps, and supporting documentation. By signing below I certify that I have the authority to submit this Request for Action, and further certify its contents to be true and correct.

Signed: _____

Date: ____/____/____

Town Use Only:

Action: _____ By: _____ On: _____ Fee: _____ Paid: _____

Action: _____ By: _____ On: _____ Fee: _____ Paid: _____