



## *Application for Recommendation of Appropriateness*

### PROPERTY OWNER INFORMATION

Name:	Date:
Address:	
E-mail Address:	Phone Number:

### SCOPE OF WORK

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Siding / Trim      | <input type="checkbox"/> Window(s)           | <input type="checkbox"/> Door(s)      |
| <input type="checkbox"/> Fence              | <input type="checkbox"/> Deck                | <input type="checkbox"/> Roofing      |
| <input type="checkbox"/> Painting           | <input type="checkbox"/> Chimney             | <input type="checkbox"/> Signage      |
| <input type="checkbox"/> Repair             | <input type="checkbox"/> Replacement in Kind | <input type="checkbox"/> Tree Removal |
| <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Landscaping         | <input type="checkbox"/> Other        |

### PROJECT DETAILS

**Please provide a brief description of the proposed work. Attach additional sheets and all relevant materials as necessary (e.g. photographs, elevations, design sketches, etc).**

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### BUILDING MATERIALS

**Please provide a brief description of the materials to be used. Attach additional sheets as necessary.**

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### FOR HISTORIC DISTRICT COMMISSION USE ONLY

Date Reviewed:		Chairman's Signature:
Comments:		



## Recommendation of Appropriateness Process

Local Law #2 is Charlton's Historic Zoning Ordinance. As per this 1973 ordinance, all property owners are required to submit an Application for Recommendation of Appropriateness form to the Historic District Commission prior to beginning projects that are visible from the right-of-way, whether or not a building permit is required. If the project requires a building permit, the zoning administrator must wait for the Commission to review the application and provide its feedback prior to issuing the building permit. The *Recommendation of Appropriateness* forms are kept on file by the Historic District Commission to provide a record of the modifications that were made to the hamlet's historic structures.

The Historic Zoning Ordinance states that the Historic District Commission has up to 30 days to meet, review, and provide feedback on an application. Our Commission makes every effort to meet in a timely manner, although (potentially) obtaining the advice of our professional preservation consultant does add some time to the process. Please make sure to submit your *Application for Recommendation of Appropriateness* forms early so you get your building permit on time. The Commission meets on the third Wednesday of every month.

We encourage all homeowners to take advantage of the Recommendation of Appropriateness process even if a building permit is not required. The Commission has a wealth of knowledge on preservation issues and has access to a historic preservation consultant to help provide valuable feedback on your project.

Completed forms should be given to the zoning administrator if a building permit is required, or it can be delivered to the town hall and placed in the Historic District Commission mailbox. An email should be sent to [HistoricDistrictCommission@townofcharlton.org](mailto:HistoricDistrictCommission@townofcharlton.org) to alert us that an application is in need of review.