



**RHPC**

Roxbury Historic Preservation Commission

P.O. Box 189

Roxbury, NY 12474

T 607 326 3722

## **APPLICATION APPROVAL GUIDELINES**

### **Applicants please note:**

Work may not begin until after receipt of the certificate of approval, and the issuance of a building permit.

If you submit any additional material, clarifications, or addendum to your application. Please mark all material with the applicant's name, address, date, and permit number.

### **Schedule of Meetings:**

Regular meetings are held on the 3<sup>rd</sup> Friday of April, July, October, and January, at 10:00 a.m., in the Town Hall. The applicant or his/her agent must attend. Otherwise, if there are questions, the application can be ruled as incomplete and no action will be taken.

### **Filing Deadline:**

Complete applications must be filed 15 calendar days in advance of the Historic Preservation meeting at which it will be discussed. The applicant will be notified by the Roxbury Historic Preservation Commission Clerk no later than 10 days after submission if the application is deemed complete. Should the applicant elect to modify the application, the amended plans must be submitted no later than seven days prior to the meeting date.

### **Certificates of Compatibility or Rejections:**

Certificates of Compatibility or Rejections will be mailed within one (1) week following the meeting to the person listed in Section 1 of the application.

For further information please contact the Roxbury Historic Preservation Commission Clerk