



RHPC

Roxbury Historic Preservation
Commission
P.O. Box 189
Roxbury, NY 12474

T 607 326 3722
F 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 case number.

Schedule of Meetings:

Regular meetings are held on the 3rd Saturday 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 assigned case manager no later than 10 days prior to the meeting of any shortfalls in the application and may:

- (a) elect to withdraw the application;
- (b) proceed without change; or
- (c) modify the application

Should the applicant elect to modify the application, the amended plans must be submitted on later than seven days prior to the meeting date.

Certificates of Compatibility of Rejections:

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

For further information please contact the Case Manager assigned to your project.

For Office Use Only

Date Application Received

APPLICATION FOR A CERTIFICATE OF COMPATIBILITY

CLEARLY PRINT ALL INFORMATION

THE FOLLOWING INFORMATION NEEDS TO BE ATTACHED WHEN SUBMITTING APPLICATION

BUILDING PERMIT APPLICATION OR DEMOLITION APPLICATION

PHOTOGRAPHS OR DIGITAL IMAGES CLEARLY SHOWING THE BUILDING AND SECTIONS TO BE ALTERED

DRAWINGS AND PLANS OF THE PROPOSED ALTERATION OR IMPROVEMENT

Minor Alteration

Major Alterations and Improvements

Signs

ALL APPLICATIONS NEED TO HAVE A WRITTEN DESCRIPTION OF ALL WORK TO BE DONE

Application #	Tax Map #
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Date of Application	Rent or Own
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Physical address of property: (911 Number and Street)

Owner Information Mailing Address	Designer/Architect Contact Information
Name	Name
Address	Address
Telephone #	Telephone #
E-Mail	E-Mail

Contractor/Builder Contact Information
Name
Address
Telephone #
E-Mail

Are there any easements or deed restrictions on the exterior of this building? YES NO

If yes, submit a letter from the easement holder stating their approval of the proposed work.

May we contact you by e-mail? YES NO
