

Village of Victor
Architectural Preservation Review Board (APRB)
Application for Certificate of Appropriateness

Village Code § 50-10: No person shall carry out any exterior alteration, restoration, reconstruction, demolition, new construction or moving of a structure or property within the **(Business) District**, nor shall any person make any changes in the appearance of such property as defined in § 50-10 (standards for review), nor shall any building permit be issued, without first obtaining a certificate of appropriateness from the APRB.

Address of Proposed Work: _____

- Project Type:** Sign(s) Restoration New Construction Awning(s)
 Lighting Repair Siding Fence
 Addition/Alteration Demolition/Removal Window/Door Replace

Type of Structure:

- Residential Commercial Sign Fence Garage/Outbuilding

Year of Original Construction: _____

Applicant's Name: _____

Phone Number: _____

Applicant's Address: _____

Fax Number: _____

Applicant's Email: _____

Owner's Name: _____

Phone Number: _____

Owner's Address: _____

Supporting Documentation Provided:

- For Sign:** Color Rendering with size and construction materials noted Materials List
 Location of proposed sign(s)

- For Other:** Project Description Drawings Photos Color Samples
 Survey Map Showing:
 Existing buildings with dimensions
 Boundaries of the property
 Location of outdoor lighting
 Location of proposed fence

Please describe your project in detail: _____

Please Note:

1. This application cannot be processed for APRB review unless all of the required items and all parts of this form are completes and submitted to the Village Hall by the deadline date (normally the first Wednesday of the month).
2. All zoning requirements, including variances, must be met prior to APRB approval.
3. The applicant **must** appear at the scheduled meeting when the completed application will be reviewed by the APRB. An agenda will be sent to all parties prior to the meeting. A letter stating the APRB decision will follow the meeting.
4. Work on any project **shall not** be started unless the applicant has received APRB approval and all necessary permits have been obtained from the Code Enforcement Office (742-5035).
5. Changes to the approved plan cannot be made without additional APRB review. A written request for a change in application including the revised proposed plans must be received by the deadline date.

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____

For APRB use:

Date of review: _____

Action: Approved Denied Tabled Other

Condition(s): _____

Resolution #: _____

Chairperson Signature: _____