

TOWN OF BEDFORD



Bedford Village Historic District Review Commission

APPLICATION FOR CERTIFICATE OF APPROVAL

APPLICABILITY:

A Certificate of Approval is required for any action that alters the site or the exterior façade of a building in the Historic District, including but not limited to new construction, additions to existing buildings, renovation of exterior materials, changes in windows or doors, changes in paint color, significant landscape changes, lighting, signage, and walls or fences.

A Certificate of Approval must be obtained prior to applying for a Town of Bedford building permit.

Applications must be received two (2) weeks prior to a regularly scheduled meeting of the Commission.

Submit six (6) copies of the completed application, drawings and supporting materials to:

Bedford Village Historic District Review Commission
PO Box 48, Bedford, NY 10506
(914) 234-9454

IDENTIFICATION OF PROPERTY:

ADDRESS: _____

SECTION: _____ BLOCK _____ LOT(S): _____ ON TOWN ASSESSMENT MAP

APPLICANT INFORMATION:

OWNER: _____ AGENT: _____

ADDRESS: _____ ADDRESS: _____

CONTACT #: _____ CONTACT #: _____

DESCRIPTION OF PROPOSED CHANGES:

Required information to be included with all applications:

- Site plan of property showing existing and proposed buildings and exterior site features including significant landscaping. Include topographic information for landscape changes. Minimum Scale: 1" = 20'
- Scaled drawings showing plans and elevations of proposed construction, including detail drawings of relevant architectural features. Minimum Scale: 1/4" = 1'-0"
- Color Photographs showing existing conditions to be changed and views from public right of ways which may be altered
- Samples or clear photographs and specifications of proposed materials and colors

APPLICATION – Continued

For Landscape Elements & Accessories, including: Signage, Lighting, Fences and Planting

- Site plan showing proposed placement on site Minimum Scale: 1"=20'
- Scaled drawings of elevations and construction details Minimum Scale: 1/2"=1'-0"
- Signs must show lettering style, size, placement and color Minimum Scale: 1/2"=1'-0"
Black letters on white background with Caslon Old Style or similar font is preferred
- Samples or clear photographs and specifications of proposed materials and colors

By submitting an application for a Certificate of Approval, the Applicant and Owner grant permission to the Town of Bedford and members of the Bedford Village Historic District Review Commission to enter the property described above for purposes related to the above application, at reasonable times, and with permission from either the owner or tenant in possession.

Signature of Applicant: _____ Date: _____

The Commission meets on the second Wednesday of every month at the Bedford Free Library at 7:00PM



Please circle the subject property on the District Map.