



# CITY OF SARATOGA SPRINGS

## DESIGN REVIEW COMMISSION

City Hall - 474 Broadway  
 Saratoga Springs, New York 12866  
 Tel: 518-587-3550 x2515 fax: 518-580-9480  
 www.saratoga-springs.org

### INSTRUCTIONS

#### ARCHITECTURAL / HISTORIC REVIEW APPLICATION

1. **ELIGIBILITY:** An applicant to the Design Review Commission for Architectural Review or Historic Review must be the property owner(s) or lessee, or have an option to lease or purchase the property in question.
2. **COMPLETE SUBMISSIONS:** Applicants are encouraged to work with City staff to ensure that an application is complete. The DRC will *only* consider properly completed applications that contain **1 original and 1 digital version** of the application and ALL other required materials as indicated on the application. **HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED!!**
3. **ACTIONS REQUIRING REVIEW:**

Architectural Review District	Historic Review District
<ul style="list-style-type: none"> <li>• any <u>exterior</u> changes that require a building permit</li> <li>• any change in <u>exterior</u> building materials</li> <li>• a new, or change to an existing, sign or sign structure</li> <li>• demolition of a structure</li> </ul> <p>Within a <u>non-residential</u> zoning district:</p> <ul style="list-style-type: none"> <li>• a change in exterior building color</li> <li>• installation of an awning</li> </ul>	<ul style="list-style-type: none"> <li>• Installation or <u>exterior</u> change to a structure requiring a building or demolition permit</li> <li>• any material change to <u>exterior</u> of a structure including:               <ul style="list-style-type: none"> <li>- addition or removal of exterior architectural features</li> <li>- installation, removal or material changes to exterior building elements such as roof, siding, windows, doors, porches, etc.</li> <li>- enclosure or screening of buildings openings such as windows, doors, porches, etc.</li> <li>- installation of utility, mechanical or misc. accessory structures to the exterior of a building such as HVAC equipment, solar panels, wind turbines, radio/satellite transmission/reception devices, etc.</li> </ul> </li> <li>▪ Within a front yard setback:               <ul style="list-style-type: none"> <li>- installation, removal or material changes to drive- or walkways</li> <li>- installation or removal of architectural, sculptural or vegetative screening that exceeds 3' in height</li> <li>- installation of accessory utility structures or radio/satellite transmission/reception devices over 2' in diameter</li> </ul> </li> <li>• a change in exterior building color within a <u>non-residential</u> zoning district</li> <li>• a new, or change to an existing, sign or awning</li> <li>• installation of telecommunications facilities</li> </ul>

Note – Ordinary maintenance or repair that does not involve a change in material, design or outer appearance is exempt from Historic or Architectural Review.

4. DESIGN GUIDELINES:

The Design Review Commission will evaluate whether the proposed action (construction, alteration or demolition) is compatible with existing structures and surrounding properties using the following criteria:

- Height – consistent with historic form and context of site and surrounding properties
- Scale – relationship of structure and its architectural elements to human size, form, perception
- Proportion – relationship among building elements including front façade, windows, and doors
- Rhythm – pattern resulting from repeating building elements such as door/window openings, columns, arches, and other façade elements
- Directional Expression – compatibility with horizontal & vertical expression of surrounding structures
- Massing & Open Space – relationship of structure to open space between it and adjoining buildings
- Setback – compatibility with surrounding structures
- Compatibility of the following with surrounding structures/properties:
  - Major building elements (storefronts, doors, windows, roof)
  - Building materials
  - Color – (in non-residential zoning districts only)

5. DECISIONS: The Design Review Commission may approve, approve with conditions, or disapprove an application. The DRC may impose appropriate conditions and safeguards in connection with its approval including nature/quality of materials, manner of construction, and design. An applicant may appeal a denied DRC application on the grounds of hardship.

Application approvals shall expire within 18 months of approval unless the project has sufficiently commenced (i.e. building/demolition permits obtained and construction/alteration begun). Applicants may request up to 2 extensions if requested before expiration date of prior approval.

6. SUBMISSION DEADLINE: Check City’s website ([www.saratoga-springs.org](http://www.saratoga-springs.org)) for application deadlines and meeting dates.

7. APPLICATION FEE: Make checks payable to the "Commissioner of Finance" and attach to top of original application. Fees are non-refundable.

Residential Structures (principal, accessory)	\$50
Residential approval – extension	\$50
Residential - administrative action	\$50
Non-residential / mixed-use structures (principal)	\$360
Non-residential / mixed-use structures (sketch)	\$120
Non-residential signs, awnings, accessory structures	\$120
Non-residential approval – extension	\$120
Non-residential - administrative action	\$120

ADDITIONAL INFORMATION:

More detailed information on Architectural Review, Historic Review and the Design Review Commission responsibilities may be found in the City’s Zoning Ordinance available in City Hall and on the City’s web site at <http://www.saratoga-springs.org/544/Zoning-Ordinance>.



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[FOR OFFICE USE]

(Application #)

(Date received)

### ARCHITECTURAL / HISTORIC REVIEW APPLICATION

#### APPLICANT(S)\*

#### OWNER(S) (If not applicant)

#### ATTORNEY/AGENT

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Email \_\_\_\_\_

Identify primary contact person:  Applicant  Owner  Attorney/Agent

\* An applicant must be the property owner, lessee, or one with an option to lease or purchase the property in question.

Applicant's interest in premises:  Owner  Lessee  Under option to lease or purchase

#### PROPERTY INFORMATION

Property Address/Location: \_\_\_\_\_ Tax Parcel #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(for example: 165.52 - 4 - 37)

Current Zoning District: \_\_\_\_\_ Property use:  Residential  Non-residential/mixed-use

Type of Review:  Architectural  Historic  Extension/modification (of current approval)

Summary description of proposed action: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has a previous application been filed with the DRC for this property?  No  Yes – date(s)? \_\_\_\_\_

- App. No.(s)? \_\_\_\_\_

**APPLICATION FEE** (payable to “Commissioner of Finance”):

Residential Structures (principal, accessory)	\$50	Non-residential / mixed-use structures (principal)	\$360
Residential approval – extension	\$50	Non-residential signs, awnings, accessory structures	\$120
Residential - administrative action	\$50	Non-residential approval – extension	\$120
Non-residential mixed-use sketch	\$120	Non-residential - administrative action	\$120

**\*\*A “complete” application consists of 1 hard copy (original) , and 1 electronic copy of application & ALL other materials as required below:**

**New Construction / Additions**

- Color photographs showing site/exterior details of existing structures and adjacent properties
- Site plan, drawn to scale, showing existing & proposed construction, property lines & dimensions, required & proposed setbacks & lot coverage, site features (fences, walks, trees, etc.); on no larger than 2’x3’ sheet – smaller preferred if legible
- Elevation drawings showing design of all sides of existing & proposed construction – label dimensions, colors, materials, lighting (fixture & lamp type, wattage), etc. - include compass bearing & scale; no larger than 2’x3’ sheet – smaller permitted if legible
- Floor plans for proposed structure; on sheet no larger than 2’x3’ – smaller permitted if legible
- Product literature, specifications and samples of proposed materials and colors

**Change in exterior building materials (windows, doors, roof, siding, etc.), or color (in non-residential districts only)**

- Color photographs showing site/exterior details of existing structures and that illustrate affected features
- Elevation drawings showing all sides of existing & proposed construction – label dimensions, colors, materials, lighting (fixture & lamp type, wattage), etc. - include compass bearing & scale; no larger than 2’x3’ sheet – smaller permitted if legible
- Product literature, specifications and samples of proposed materials and colors

**Within front yard setbacks in Historic Districts only (Front setbacks: UR-1 & INST-HTR=30’; UR-4=25’; UR-2, UR-3 & NCU-1 = 10’)**

- Installation, removal or change in material of drive- and walkways
- Installation or removal of architectural, sculptural or vegetative screening over 3’ in height
- Installation of accessory utility structures or radio/satellite transmission/reception devices (more than 2’ diameter)

For any of above:

- Color photographs showing site/exterior details of existing structures, and of adjacent properties
- Site plan showing existing & proposed construction: include property lines & dimensions, required & proposed setbacks & lot coverage, site features (fences, walks, trees, etc.) street names, compass bearing & scale; no larger than 2’x3’ sheet – smaller preferred if legible
- Product literature, specifications and samples of proposed materials and colors

**Signage / Awnings**

- Color photographs showing site/exterior details of existing structures, and adjacent properties
- Plan showing location of proposed sign/awning structure on building/premises: no larger than 11”x17”
- Scaled illustration of proposed sign/awning structure and lettering (front view & profile): include all dimensions of structure; type, dimensions and style of lettering or logo; description of colors, materials, mounting method and hardware
- Descriptions, specifications of proposed lighting including fixture & lamp type, wattage, mounting method, and location
- Product literature, specifications and samples of proposed materials and colors

**Demolition**

- Color photographs showing site/exterior details of existing structures, and of adjacent properties
- Site plan showing existing and any proposed structures - include dimensions, setbacks, street names, compass bearing, and scale
- Written description of reasons for demolition and, in addition:
  - For structures of “architectural/historical significance”, demonstrate “good cause” why structure cannot be preserved
  - For structures in an architectural district that might be eligible for listing on National Register of Historic Places, or for a “contributing” structure in a National Register district (contact City staff), provide plans for site development following demolition - include a timetable and letter of credit for project completion

**Telecommunication facilities**

- Color photographs showing site/existing structures, and of adjacent properties
- Site plan showing existing and proposed structures: include dimensions, setbacks, street names, compass bearing, and scale
- Scaled illustration of proposed structures: include all dimensions; colors, materials, lighting, mounting details
- Consult Article 240-12.22 of the City’s Zoning Ordinance and City staff to ensure compliance with requirements for visual impact assessment and existing and proposed vegetative screening

Request for extension of current approval

- Identify date of original DRC approval: \_\_\_\_\_ Current expiration date: \_\_\_\_\_ Org. App. No. \_\_\_\_\_
- Describe why this extension is necessary and whether any significant changes have occurred either on the site or in the neighborhood.

SEQR Environmental Assessment Form

Applicants proposing the following must complete "Part I" of the SEQR Short Environmental Assessment Form (available here: [http://www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/seafpartone.pdf](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf)):

- Construction or expansion of a multi-family residential structure (4 units +)
- Construction or expansion (exceeding 4,000 sq. ft. gross floor area) of a principal or accessory non-residential structure
- Telecommunications facility, radio antennae, satellite dishes
- Demolition

Disclosure

Does any City officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application?

- No  Yes - If yes, a statement disclosing the name, residence, nature, and extent of this interest must be filed with this application.

Certification

I/we, the property owner(s), or purchaser(s)/lessee(s) under contract, of the land in question, hereby request an appearance before the Design Review Commission.

By the signature(s) attached hereto, I/we certify that the information provided within this application and accompanying documentation is, to the best of my/our knowledge, true and accurate. I/we further understand that intentionally providing false or misleading information is grounds for immediate denial of this application.

I/we hereby authorize the members of the Design Review Commission and designated City staff to enter the property associated with this application for purposes of conducting any necessary site inspections relating to this application.

Furthermore, I/we agree to meet all requirements under Article VII for Historic Review or Article VIII for Architectural Review of the Zoning Code of the City of Saratoga Springs.

\_\_\_\_\_ Date: \_\_\_\_\_  
 (applicant signature)

\_\_\_\_\_ Date: \_\_\_\_\_  
 (applicant signature)

If applicant is not the currently the owner of the property, the current owner must also sign.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

This application has been reviewed by the Zoning Enforcement Officer and is being forwarded to the Commission.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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