



**City of Elmira**  
 Code Enforcement Department  
 Phone: (607) 737-5653  
 http://www.cityofelmira.net

101 W. Second St.  
 Elmira, NY 14901  
 Fax: (607) 733-5235

## Historic Preservation Commission Application

**To the Historic Preservation Commission:**

**A. Statement of Ownership and Interest**

I (We) \_\_\_\_\_  
Name of Applicant

of \_\_\_\_\_  
Street #

\_\_\_\_\_ \_\_\_\_\_  
City, State, Zip Phone Number

**And, if different from above**

\_\_\_\_\_ Name of Record Owner  
 of \_\_\_\_\_  
Street #

\_\_\_\_\_ \_\_\_\_\_  
City, State, Zip Phone Number

hereby request to the Historic Preservation Commission for:

- 1. Certificate of Exemption  
 (Authorized by the Superintendent of Buildings §440.11)
- 2. Certificate of Appropriateness (Historic Preservation Commission)
- 3. Certificate of Economic Hardship  
 (Zoning Board of Appeals only if denied a Certificate of Appropriateness)

**B. Location of Property**

1. The property in question is situated at the following address:

\_\_\_\_\_

**C. General Data**

1. Current Use \_\_\_\_\_ Proposed Use \_\_\_\_\_
2. Lot Size \_\_\_\_\_

City of Elmira Code Enforcement: HPC Application

- 3. Detailed listing of proposed changes. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(Attach contractor plans, drawings, photos, etc. as required)

**D. Applicant Information**

**THE APPLICANT MUST PROVIDE AND INITIAL NEXT TO EACH NUMBERED ITEM THAT THE FOLLOWING HAVE BEEN PROVIDED WITH THIS APPLICATION:**

- \_\_\_\_\_ 1. A photograph of the property from the street (facing the property).
- \_\_\_\_\_ 2. A detailed listing of the proposed changes. (example: remove slate roof and replace with ...)
- \_\_\_\_\_ 3. Elevation drawings of the proposed changes.
- \_\_\_\_\_ 4. Perspective drawings, including the relationship of adjacent properties.
- \_\_\_\_\_ 5. Samples of colors and/or specifications of the materials to be used.
- \_\_\_\_\_ 6. When the proposal includes signs or lettering, include a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination, and a plan showing the sign's location on the property.
- \_\_\_\_\_ 7. Any other information or photographs which the commission may deem necessary in order to visualize the proposed work.

**E.** If you would like to receive an electronic copy of the agenda and/or minutes that apply to your application, **please provide your e-mail address**, otherwise you may view and/or download this information at [www.cityofelmira.net/](http://www.cityofelmira.net/). If you do not provide an e-mail address, please refer to the Application Instructions for meeting dates and times.

Applicant's e-mail address: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Buildings

\_\_\_\_\_  
Date

# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

| <b>Part 1 - Project and Sponsor Information</b>  |  |            |           |            |
|--|--|------------|-----------|------------|
| Name of Action or Project:   |  |            |           |            |
| Project Location (describe, and attach a location map):  |  |            |           |            |
| Brief Description of Proposed Action:  |  |            |           |            |
| Name of Applicant or Sponsor:  |  | Telephone: |           |            |
|  |  | E-Mail:    |           |            |
| Address:   |  |            |           |            |
| City/PO:   |  | State:     | Zip Code: |            |
| 1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?<br>If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2. |  |            | <b>NO</b> | <b>YES</b> |
| 2. Does the proposed action require a permit, approval or funding from any other governmental Agency?<br>If Yes, list agency(s) name and permit or approval:   |  |            | <b>NO</b> | <b>YES</b> |
| 3.a. Total acreage of the site of the proposed action? _____ acres   |  |            |           |            |
| b. Total acreage to be physically disturbed? _____ acres   |  |            |           |            |
| c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres   |  |            |           |            |
| 4. Check all land uses that occur on, adjoining and near the proposed action.  |  |            |           |            |
| <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)  |  |            |           |            |
| <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____  |  |            |           |            |
| <input type="checkbox"/> Parkland  |  |            |           |            |



|  |                  |                   |
|--|------------------|-------------------|
| <p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p> | <p><b>NO</b></p> | <p><b>YES</b></p> |
| <p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>   | <p><b>NO</b></p> | <p><b>YES</b></p> |
| <p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>   | <p><b>NO</b></p> | <p><b>YES</b></p> |
| <p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>   |                  |                   |

Project:

Date:

***Short Environmental Assessment Form  
Part 2 - Impact Assessment***

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

|  | <b>No, or<br/>small<br/>impact<br/>may<br/>occur</b> | <b>Moderate<br/>to large<br/>impact<br/>may<br/>occur</b> |
|--|--|---|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?  |  |   |
| 2. Will the proposed action result in a change in the use or intensity of use of land?   |  |   |
| 3. Will the proposed action impair the character or quality of the existing community?   |  |   |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?                      |  |   |
| 5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?            |  |   |
| 6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities? |  |   |
| 7. Will the proposed action impact existing:   |  |   |
| a. public / private water supplies?  |  |   |
| b. public / private wastewater treatment utilities?  |  |   |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?                                   |  |   |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?                     |  |   |
| 10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?  |  |   |
| 11. Will the proposed action create a hazard to environmental resources or human health?   |  |   |

Project:

Date:

### ***Short Environmental Assessment Form Part 3 Determination of Significance***

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
Title of Responsible Officer

\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
Signature of Preparer (if different from Responsible Officer)