

**VILLAGE OF HAMBURG**  
**HISTORIC PRESERVATION COMMISSION**  
**PROCEDURE FOR FILING APPLICATION FOR DESIGNATION OF**  
**HISTORIC LANDMARKS, SITES, or DISTRICTS**

1. Any property owner, individual or group may prepare and submit applications for designation.
2. Obtain Application for Designation forms from Village Hall or online at [www.villagehamburg.com](http://www.villagehamburg.com).
  - Complete the application by typing or printing all the information requested.
  - Attach all required support materials.
  - Prepare for submission two (2) copies of the application form and (two) 2 sets of color photos.
3. Submit completed applications and photographs to the Village Administrator.
4. Applications for designation must be submitted to the Village Administrator at least fourteen (14) days before the next regular meeting of the Historic Preservation Commission (HPC) to merit consideration at that meeting. The HPC may limit its review to no more than ten (10) applications for designation per month. Those in excess may be placed on the agenda for the following month.
5. The Village Administrator will note the date and time of filing, will keep one (1) original application, make duplicates of the application and attachments, mail one (1) to each Historic Preservation Commission Member, forward one (1) copy to the Chairman of the Planning Commission and forward one (1) copy to Village Code Enforcement Official.
6. At the next meeting of the HPC, applications will be reviewed by the full Commission. If any application is found to be incomplete or inappropriate for any reason the applicant will be advised in writing and given a period of thirty (30) days to revise the application. During that time, no Notice of Proposed Designation will be issued for the subject property. If at the end of the thirty-day period, the applicant has failed to correct all deficiencies, the application will be deemed to have been withdrawn.
7. After preliminary review of the designation applications, the HPC may decide to issue a Notice of Proposed Designation for properties which it feels may merit landmark designation. This action will be taken by a majority vote and recorded in the minutes. Notice of Proposed Designation shall be sent to the applicant, the property owner, the Code Enforcement Officer, the Village Clerk, the Hamburg Historical Society, and any other village department and/or county state agency as appropriate. Each department/agency shall be given thirty (30) days from the date of receipt of transmission to provide comments on the proposed designation to the Historic Preservation Commission.
8. Notice of Proposed Designation shall be sent by the Village Clerk (30) thirty days prior to a public hearing to the owner(s) of any property(ies) proposed for historic designation. The notice shall describe the property proposed for designation, summarize the proposed action,

and announce the date, time and location of the public hearing. The Village Clerk shall also send a copy of the Notice of Proposed Designation to the Village Board along with a copy of the subject application.

9. Once a Notice of Proposed Designation has been issued, no building or demolition permits shall be issued by the Code Enforcement Official, except for emergency repairs, until the final determination of the proposed designation has been reached.
10. The Historic Preservation Commission will review each application, visit each property proposed for designation and, if necessary, conduct further research and/or work with the applicant in preparation for the hearing on the application.
11. The Historic Preservation Commission shall hold a public hearing prior to recommending designation of any historic landmark, site or district. A public hearing notice must be published by the Village Clerk in the village's designated official newspaper at least ten (10) days prior to the hearing date. The Commission, applicant, property owner and any interested parties may present testimony or documentary evidence at the hearing which will become part of a public record regarding the historic, architectural, or cultural importance of the proposed landmark, site, or historic district. The record may also contain staff reports, public comments, or other evidence offered outside the hearing.
12. At the close of the hearing, the Historic Preservation Commission shall vote whether or not to designate the historic landmark, site, or district.
13. The Historic Preservation Commission shall file notice of each property designated as a landmark and of the boundaries of each designated historic district with the Erie County Clerk's Office, Village of Hamburg Board of Trustees, the Village of Hamburg Clerk's office, and the Village of Hamburg Code Enforcement Officer.
14. Formal notification of designation will be sent by the Historic Preservation Commission to the owner(s) of the designated property(ies) and to the applicant(s) if not the same as the owner(s).



**VILLAGE OF HAMBURG**  
**HISTORIC PRESERVATION COMMISSION**  
**Application for Certificate of Appropriateness**

**APPLICANT (PETITIONER)**

NAME

ADDRESS

PHONE NUMBER

CITY & STATE

ZIP CODE

PROPERTY OWNER'S NAME (if different from applicant)

ADDRESS

CITY & STATE

ZIP CODE

**DESCRIPTION OF WORK:**

By attachment, this application provides the following items:

- Photographs of the property attached
- Elevation drawing of the proposed changes, if available
- Perspective drawings, including the relationship to the adjacent properties, if available.
- Samples of color and/or materials to be used

Where the proposal includes signs or lettering:

- A scale drawing showing the type(s) of lettering to be used, all dimensions and colors
  - A description of material to be used
  - The method of illumination
  - A plan showing the sign's proposed location on the property
- Other information which the Commission may deem necessary in order to visualize the proposed work.

This certificate of appropriateness shall be in addition to and not in lieu of any building permit that may be required.

Date Application Received:

Commission Review Date:

APPROVED

DENIED

**VILLAGE OF HAMBURG**  
**CRITERIA FOR DESIGNATION FOR**  
**HISTORIC LANDMARK, SITE, or DISTRICT**

- (a) The Historic Preservation Commission may recommend designation of an **individual property** as a historic landmark if it:
- (i) Is associated with the lives of individuals, or of people, or of events significant in the national, state or local history.
  - (ii) Embodies the distinctive characteristics of a type, period, or a method of construction.
  - (iii) Represents the work of a master architect or designer, or possesses high artistic values.
  - (iv) Represents a significant or distinguished entity whose components may lack individual or special distinction.
  - (v) Because of a unique location or singular physical characteristics. It represents an established and familiar visual feature of the neighborhood.
- (b) The Historic Preservation Commission may recommend designation of a property or a group of properties as a historic site if it/they:
- (i) Contain(s) significant historical or cultural sites where buildings or structures no longer exist such as a battlefield, cemetery, or former transportation facility; or sites which may yield information important to area history or pre-history.
- (c) The Historic Preservation Commission may recommend designation of a **group of properties** as a historic district or conservation district if they:
- (i) Contain properties which meet one or more of the criteria for designation as a landmark; or
  - (ii) Are an area that represents several periods or styles of architecture typical of different areas of history; or
  - (iii) Are an area that has several buildings of the same architectural period or style, and thus constitute unified architectural streetscape consistency, or a significant community uniformity or style; or
  - (iv) Are an area connected with significant events or cultural happenings or developments involving ethnic, religious groups, or other groups of special historical interest; and
  - (v) By reason of possessing such qualities, they constitute a distinctive section of the Village of Hamburg.

# LANDMARK DESIGNATION APPLICATION FORM VILLAGE OF HAMBURG, NEW YORK

Village of Hamburg Historic Preservation Commission  
Village of Hamburg - 716-649-0200

FOR USE OF CODE ENFORCEMENT OFFICER ONLY	
REC'D BY	_____
DATE	_____
TIME	_____

Applicant name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant address: \_\_\_\_\_  
 Organization (if any): \_\_\_\_\_

## A. PROPERTY IDENTIFICATION

1. Building's common name or current name: \_\_\_\_\_
2. Building's historic name, if known: \_\_\_\_\_
3. Street location: \_\_\_\_\_ SBL# \_\_\_\_\_
4. Present owner & address: \_\_\_\_\_  
 (List all owners of record and their addresses - use additional sheet, if necessary)

## B. PROPERTY CLASSIFICATION

Category:	Ownership:	Use of Property: Please note "H" for historic use, "C" for current use:	
___ building	___ private	___ agricultural	___ museum
___ site	___ public	___ commercial	___ park
___ district		___ educational	___ private residence
Status:	Accessibility:	___ entertainment	___ religious
___ occupied	___ yes: restricted	___ governmental	___ scientific
___ unoccupied	___ yes: unrestricted	___ industrial	___ transportation
___ work in progress	___ exterior visible	___ military	___ other: _____
	from public road		
	___ interior accessible		

## C. PROPERTY DESCRIPTION

5. Building material(s):
 

___ clapboard	___ stone	___ stucco
___ shingles	___ cobblestone	___ board and batten
___ brick	___ logs	other: _____
6. Structural system: (if known):
 

___ wood frame: heavy timber	___ plank
___ wood frame: light members	___ metal (explain): _____
___ masonry load-bearing walls	_____
___ log	___ other: _____

**Designation Application Form**

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7. Condition/ Integrity:  excellent  good  fair  deteriorated  ruins  unexposed  unaltered  altered

Check one:  original site  moved date: \_\_\_\_\_

List major alterations and dates (if known): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Source of this information: \_\_\_\_\_

8. Threats to building:  none known  zoning  other/comments: \_\_\_\_\_  development  roads  deterioration  fire

9. Related outbuildings and property:  barn  garage  shed  carriage house  greenhouse  privy  shop  gardens  stables  well  other: \_\_\_\_\_

Landscape features: \_\_\_\_\_  
Other: \_\_\_\_\_

10. Surroundings: (Check all that apply)  open land  woodland  scattered buildings  densely built-up  commercial  industrial  residential  other: \_\_\_\_\_

11. Interrelationship of building and surroundings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Other notable features of building and site (i.e., style, details, interior features if known): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Designation Application Form**

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**D. SIGNIFICANCE**

Period:                      Areas of Significance ( check and justify below):

- |                                      |  |   |  |
|--------------------------------------|--|---|--|
| <input type="checkbox"/> prehistoric | <input type="checkbox"/> archaeology (prehistoric) | <input type="checkbox"/> education                  | <input type="checkbox"/> philosophy          |
| <input type="checkbox"/> 1400-1699   | <input type="checkbox"/> archaeology (historic)    | <input type="checkbox"/> engineering                | <input type="checkbox"/> politics/government |
| <input type="checkbox"/> 1700-1799   | <input type="checkbox"/> agriculture               | <input type="checkbox"/> exploration/<br>settlement | <input type="checkbox"/> religion            |
| <input type="checkbox"/> 1800-1849   | <input type="checkbox"/> architecture              | <input type="checkbox"/> industry                   | <input type="checkbox"/> science             |
| <input type="checkbox"/> 1850-1899   | <input type="checkbox"/> art                       | <input type="checkbox"/> invention                  | <input type="checkbox"/> sculpture           |
| <input type="checkbox"/> 1900-1919   | <input type="checkbox"/> commerce                  | <input type="checkbox"/> landscape<br>architecture  | <input type="checkbox"/> social/humanitarian |
| <input type="checkbox"/> 1920-1941   | <input type="checkbox"/> communications            | <input type="checkbox"/> law                        | <input type="checkbox"/> theater             |
| <input type="checkbox"/> 1942-1953   | <input type="checkbox"/> community planning        | <input type="checkbox"/> literature                 | <input type="checkbox"/> transportation      |
|                                      | <input type="checkbox"/> conservation              | <input type="checkbox"/> military                   | <input type="checkbox"/> other (specify):    |
|                                      | <input type="checkbox"/> economics                 | <input type="checkbox"/> music                      | _____  |

13. List the following and your source(s) of information:                      source:

Date of initial construction \_\_\_\_\_

Architect, if known \_\_\_\_\_

Builder, if known \_\_\_\_\_

14. Historical and architectural importance: List any items of historical importance associated with the property and explain how the property meets those criteria.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Please attach any additional material which might be useful in considering the site for landmark designation, i.e., copies of newspaper clippings, magazine articles, old photographs, etc. Photocopies are acceptable. Please be advised that no materials can be returned.

\_\_\_\_\_

**Designation Application Form**

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16. Sources of information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Photographs required:

- Current views
- Minimum size: 4" x 6"
- Color prints
- Two (2) sets of each photograph
- Include all exterior views (front, back, sides), showing complete elevations of all structures to be considered.

18. Map required:

Obtain from the Code Enforcement Officer's office, a location map and mark the property's location on this map. If more than one building is being considered on a property, or the property has notable landscape features, include a sketch plot plan of the property noting these buildings and/or features.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date