

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.
 - 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thirty-day period, the applicant has failed to correct all deficiencies, the application will be deemed to have been withdrawn.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).