

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thirty-day period, the applicant has failed to correct all deficiencies, the application will be deemed to have been withdrawn.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

FOR USE OF CODE ENFORCEMENT  
OFFICER ONLY

REC'D BY \_\_\_\_\_  
DATE \_\_\_\_\_  
TIME \_\_\_\_\_

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

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  
from public road

\_\_\_ military

\_\_\_ other:  
\_\_\_\_\_

\_\_\_ interior accessible

## C. PROPERTY DESCRIPTION

5. Building

\_\_\_ clapboard

\_\_\_ stone

\_\_\_ stucco

material(s):

\_\_\_ shingles

\_\_\_ cobblestone

\_\_\_ board and batten

\_\_\_ brick

\_\_\_ logs

\_\_\_ other: \_\_\_\_\_

6. Structural  
system

\_\_\_ wood frame: heavy timber

\_\_\_ plank

\_\_\_ wood frame: light members

\_\_\_ metal (explain): \_\_\_\_\_

(if known):

\_\_\_ masonry load-bearing walls

\_\_\_ log

\_\_\_ other: \_\_\_\_\_

**Designation Application Form (con't)**

7. Condition/  excellent  deteriorated Check one:  original site  
Integrity:  good  ruins  unaltered  moved  
 fair  unexposed  altered  date: \_\_\_\_\_

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

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

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

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

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

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

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 (con't)**

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