

VILLAGE OF BELLPORT HISTORIC PRESERVATION PROGRAM

PROCEDURES

**Bellport Historic Preservation Commission
Incorporated Village of Bellport
29 Bellport Lane
Bellport, New York 11713
(631) 286-0327**

Adopted August 2001

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1. INTRODUCTION

This manual is intended to assist you in making an application to the Bellport Historic Preservation Commission (BHPC) for a Certificate of Appropriateness (CA) for alterations to your property in a Bellport Village Historic District. The manual will tell you the general procedures to follow and advise you of the information and documents that you will need.

THE REVIEW PROCESS APPLIES TO ALTERATIONS TO YOUR PROPERTY. THE HISTORIC DISTRICT GUIDELINES DO NOT DIRECT NOR REQUIRE THAT PROPERTY OWNERS MODIFY OR ADAPT PRESENTLY EXISTING STRUCTURES TO CONFORM TO THOSE GUIDELINES.

2. CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS

1. Consult the Historic District Designation Documents (BHPC-D-n) or the Historic Landmark Designation Documents (BHPC-F-n) to determine if your property is in a designated district or is a designated landmark.
2. If your property is a designated property, consult the Criteria for Exemption or Expedited Review Document (BHPC-C) to determine if your project is exempt from review, is eligible for expedited review, or must have a full review.
3. If the proposed work is not exempt from review, consult the appropriate Historic District Guidelines Document (BHPC-E-n) for the guidelines that apply to the work you are planning.
4. Before submitting an application, you are encouraged to seek a conference with the Bellport Historic Preservation Commission to clarify any questions about the proposed work.
5. If the proposed work is eligible for expedited review, or must have a full review, obtain a Certificate of Appropriateness Application Form (BHPC-B) from the Bellport Village Office. Complete the form and prepare the required supporting documents. For an expedited review submit three (3) copies of the form and of the supporting documents. For a full review, submit eight (8) copies of the form and of the

supporting documents. All application materials should be submitted to the Bellport Village Building Inspector.

6. As described on the application form, the supporting information should include as appropriate:
 - i. a detailed description of the proposed work,
 - ii. photographs of the 4 sides of the existing residence,
 - iii. photographs of the specific proposed work area,
 - iv. a current survey of the property,
 - v. a site plan,
 - vi. building plans in 1/4" per foot scale,
 - vii. perspective sketches,
 - viii. material samples,
 - ix. a specific indication of the exterior features that will be demolished.
7. A member of the commission will make a preliminary review of the application to determine if it is complete.

The Commission may request additional information if it deems it necessary.

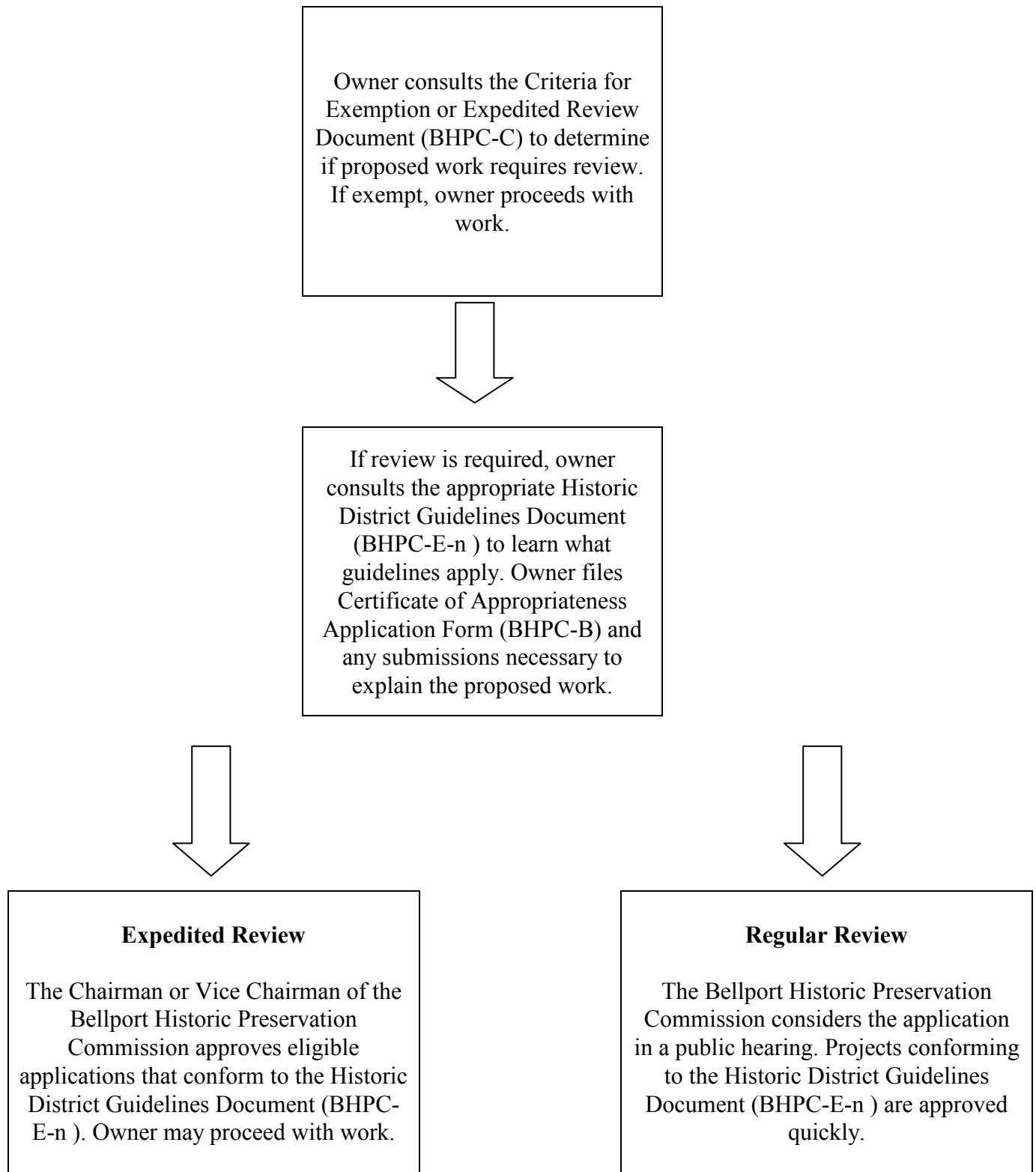
A public hearing must be scheduled within 45 days of the acceptance of an application by the commission.

8. If the proposed work is eligible for expedited review, the chairman or the vice-chairman will meet with you and any agents you choose to bring with you to review your submissions and will subsequently notify you in writing of the results of the review.
9. If the proposed work must have a full review, and you have submitted a complete application as described in Items 5, 6, and 7 above, you may have your review scheduled for one of the regular public hearings of the Bellport Historic Preservation Commission.
 - a. The Bellport Historic Preservation Commission has regularly scheduled public meetings on the fourth (4th) Saturday of each month at 9:00 a.m. at the Village Community Center. However, a meeting may be cancelled if two week prior to the meeting there are no requested hearings.
 - b. The Bellport Historic Preservation Commission has regularly scheduled working meetings on the second (2nd) Saturday of each month at 9:00 a.m. at the Village Community Center. However, a meeting may be cancelled if there is no business to consider. These meetings are open to public to observe.
 - c. Twenty (20) days before the scheduled public hearing you must mail certified return receipt letters to your neighbors within a 400 foot radius of your property to notify them of the meeting. Ten (10) days before the meeting the village will place a legal notice of the meeting in the newspaper of record.
 - d. Note that the sequence of events for a public hearing is:
 - i. You submit eight copies of your application;
 - ii. A public hearing is scheduled;
 - iii. Twenty days before the public hearing you mail certified return receipt letters.

BHPC Procedures, BHPC-A

- e. For an application to be reviewed by the Bellport Historic Preservation Commission, you or your designated agent must appear in person at the scheduled hearing. You may be accompanied by any agents you choose to bring with you. One of your agents may make the presentation for you.
10. No approvals for construction shall be made to any person without proper submission of the application material described in Items 5 and 6 above. No verbal approvals for any construction covered by this code shall be made by the Bellport Historic Preservation Commission.
11. At the public hearing the commission may:
 - a. Vote to approve your proposal.
 - i. It may stamp and sign your drawings at the meeting and return them to you, or
 - ii. It may sign them after the meeting and deposit them at the village office.
 - b. Vote to reject your proposal.
 - c. Ask for revisions. When the revised application is received, the 45 day clock (Section 7 above) restarts.
 - d. Grant a continuance, contingent on the applicant waiving the 45 day rule.
12. If you require a building permit, the Village Building Department will issue one when all its requirements are met.
13. If you require only a Certificate of Appropriateness from the BHPC the Village Building Department will issue one when the BHPC has approved your project.

3. THE REVIEW PROCESS



4. EXPEDITED REVIEW

Expedited review is intended to allow fast track approval for projects that clearly meet the design review guidelines set forth in the Historic District Guidelines Document (BHPC-E-n). The Criteria for Exemption or Expedited Review Document (BHPC-C) identifies the work that is eligible for expedited review.

Expedited review allows approval of an application by the Chairman or the Vice Chairman of the Bellport Historic Preservation Commission without waiting for the next full Commission meeting.

Chapter 22 of the Bellport Village Code, Historic Preservation Ordinance, states the general criteria for granting approval under expedited review:

1. The proposed work is listed as eligible for expedited review by the Bellport Historic Preservation Commission, and
2. The proposed work will have no effect on a historic feature of a contributing property, or
3. The proposed work will have no effect on the setting of a contributing property, or
4. The proposed work conforms to all relevant design guidelines adopted by the Bellport Historic Preservation Commission.

5. DESIGN REVIEW CRITERIA IN THE ORDINANCE

Section 5 of Chapter 22 of the Bellport Village Code, Historic Preservation Ordinance, sets forth the criteria the Bellport Historic Preservation Commission will use in granting or denying a Certificate of Appropriateness:

1. The Bellport Historic Preservation Commission's consideration of applications for Certificates of Appropriateness shall be based upon the following criteria:
 - a. Properties within a designated historic district that contribute to the character of that historic district shall be retained, with their historic features altered as little as possible.
 - b. Alterations of properties designated as landmarks or located within a designated historic district shall be compatible with the historic character of the property as well as the historic district.
 - c. All new construction within a designated historic district shall be compatible with the existing improvements within said district.
2. In applying the principle of compatibility, the Bellport Historic Preservation Commission shall consider the following criteria:
 - a. The general design, character, and appropriateness to the property of the proposed alteration or new construction.
 - b. The scale of proposed alteration or new construction in relation to the property itself and the historic district in which the property is located.
 - c. Texture, materials, color, and their relation to similar features of other properties in the historic district.

- d. Visual compatibility with other properties in the historic district and neighboring properties, including proportions of the property's front facade, proportion and arrangement of windows and other openings within the facade, slope of the roof and the rhythm of spacing of properties on streets, including setbacks.
- e. The importance of historic, architectural, or other features to the significance of the property.

The guidelines set forth in the applicable Historic District Guidelines Document (BHPC-E-n) provide guidance as to the application of these general principles.

6. MAINTENANCE IS EXEMPT FROM REVIEW

Ordinary maintenance is always exempt from review and may proceed without notifying the Bellport Historic Preservation Commission. Ordinary maintenance is any work to maintain an exterior feature that does not change the character, appearance or material or any minor repair where the purpose of the repair is to correct deterioration of a feature and to restore that feature to its original condition, *i.e.* replacement in kind. Painting or staining without a change in color is maintenance. Replacing a few broken pickets in a fence is maintenance; removing and replacing the entire fence requires review.

7. GUIDELINES FOR DEMOLITION

In considering a proposal to demolish a building or structure or portion of a building or structure the following guidelines apply.

- No historic building or structure or significant component thereof should be demolished.
- If an application for demolition of an historic building is based on structural instability, a technical report prepared by an architect or engineer is required. The report will detail the problems and provide cost estimates for their correction.

8. GUIDELINES FOR RELOCATION

Each historic building contributes to the setting of the neighboring buildings and together they establish the larger setting of the historic district. In considering a proposal to relocate a building or structure, the following guidelines apply.

- The Commission will consider the historic and architectural significance of the building, the contribution the building makes to the historic district on its existing site, and the impact of its relocation on the character of the district.
- Before approval can be granted to relocate a building, the Bellport Historic Preservation Commission will require that plans for the proposed new construction or other use of the site be submitted and approved.

9. GUIDELINES FOR NEW CONSTRUCTION

The design of new construction should respond to the architectural traditions and character of the historic district. A new building should fit into the existing context while preserving the sense of evolution and the authenticity of the historic district. Particularly important is compatibility of siting, size, scale, height, massing, and materials, as well as the detailing of the windows, doors, eaves, and other components.

In reviewing new construction, the Commission will take into account the degree to which the new construction will be visible from adjacent historic properties and from the street. Priority would be given to the compatibility of the most visible features of the proposed new construction.

A. THE DESIGN CRITERIA

1. Scale

The scale of a building is the relationship of its size and its architectural details to the dimensions of the human body. Buildings throughout the historic district have a "human scale" in that window and door openings, story heights, and the dimensions of details are all in proportion to man. Scale also refers to the mass of a building in relation its site, surrounding open space, and neighboring buildings.

- The scale of a new building and its features should be in harmony with the scale of the surrounding historic buildings and the street and district in general.

2. Height

New buildings should correspond to the prevalent building heights and stories of neighboring historic properties and of the district in general.

3. Massing

The early houses that largely define the character of the historic districts have simple massing of a rectangular volume covered by a simple pitched roof, or an assemblage of several such units.

- New buildings should generally employ the traditional simple forms prevalent in the district.

4. Proportion of the Front Facade

- The proportion of the front facade of a new building should conform to the proportions of neighboring historic buildings.

5. Proportion and Arrangement of Windows and Other Openings

- New buildings should have a ratio of door and window area to wall area similar to that characteristic of neighboring historic buildings and the district as a whole.

6. Roof Form

- Depending on the site and neighboring buildings, a simple roof or a complex roof may be appropriate.

7. Textures and Materials

- The materials of a new building should be in harmony with the materials of neighboring historic buildings and other buildings in the district.

8. Architectural Details

- Doorways, windows, eaves, and porches require adequate detailing that is compatible with the historic buildings in the district.

B. ACCESSORY BUILDINGS

Location and plans for accessory buildings such as garages, sheds and pool houses should generally be sited to the rear of the main building and be compatible with the main building, its setting and with neighboring buildings.

10. PROCEDURES FOR NON-HISTORIC PROPERTIES

A. NON-HISTORIC PROPERTIES

A non-historic property is one that does not contribute to the historical importance of a historic district. A non-historic property may well contribute to the overall ambiance of the district.

- Non-historic properties that are included in a historic district are “grandfathered” into the district. They are under no obligation to adapt to the historical criteria of the district. The historic districts are part of a living, developing village. They may well and appropriately contain properties spanning a great range of styles and ages.

B. REVIEW OF NON-HISTORIC PROPERTIES

Changes to a non-historic property that require a building permit will be reviewed by Bellport Historic Preservation Commission (BHPC) rather than by the Architectural Review Board (ARB).

Changes to a non-historic property that would be reviewed by the BHPC if that property were a historic property require a review by the BHPC. In reviewing a non-historic property the BHPC shall apply guidelines analagous to those of the ARB.

Section 9 above, Guidelines for New Construction, may be viewed as perhaps generally applicable to reviewing changes to a non-historic property. However, in no way should a non-historic property which displays a definite style and period be expected to change that style and period in order to match its neighboring historic properties.