

**APPLICATION FOR CERTIFICATE**  
CITY OF BUFFALO PRESERVATION BOARD  
901 CITY HALL, BUFFALO, NY 14202  
(716) 851-9675 chawley@city-buffalo.com

For City Use Only
Permit # _____
Designation: _____
Blue Form: <input type="checkbox"/> Yes <input type="checkbox"/> No

Property Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner (If Different from Applicant): \_\_\_\_\_

Owner Address: \_\_\_\_\_ Estimated Project Cost: \$ \_\_\_\_\_

Is this an application for a Demolition of a Landmark or Structure in a Historic District?  Yes (\$500 application fee)  
PAID W/ INITIAL APPLICATION

Is the Property Owner-Occupied?  Yes (No application fee)  No (\$50 fee under \$10K, \$100 fee over \$10K)

Is the owner seeking, or has sought, the Historic Tax Credit?  Yes  No  Request more information

Submission Requirements

- Materials must be submitted at least 8 days prior to the following Preservation Board meeting. Applications for demolitions require submission 18 days prior to the Preservation Board meeting to allow for a public hearing to be scheduled.
- Please submit 12 copies of all application materials (unless the application is determined by staff to be eligible for a Certificate of No Effect, in which case only one copy is required).
- The Preservation Board meets on alternating Thursdays, except in the month of August, at 3pm at City Hall 901.

Please include the information requested below, based on the type of project

Windows/Doors/Siding

- Written description of proposed work, including details on size, type, material, and color of existing windows/doors/siding and the proposed new windows/doors/siding, if applicable
- "Cut Sheet" or specification sheet for proposed new windows, doors, siding, if applicable.
- Color photographs (printed or digital) showing the front of the property and the area where the windows/doors/siding will be installed.

Roofing

- Written description of proposed work, including type, material and color of the existing roof and the proposed new roof.
- Color photographs (printed or digital) showing at least two sides of the property, including a view of the existing roofing materials.
- Photograph, brochure or sample of proposed new roofing material.

Fences

- Written description of proposed work including size, type, material and color of existing and proposed new fence.
- Color photographs (printed or digital) showing the front of the property and the area(s) where the fence will be located.
- Site plan (drawn to scale) or survey showing where the proposed new fence will be located.
- Photograph, brochure or sample of proposed new fence.

Signs/Awnings

- Written description of proposed work, including size, type, material and color of proposed new sign/awning.
- Color photographs (printed or digital) showing the front of the property and the area where the sign/awning will be located.
- Sketch or drawing of proposed sign or awning, including size, type, material and color. It is helpful to provide a sketch that includes a drawing or photo of the building.
- For detached signs, site plan (drawn to scale), sketch or survey showing location of proposed sign.

Landscaping/Site Features

- Written description of proposed work.
- Color photographs (printed or digital) showing the front of the property and the area(s) where the landscaping will be located.
- Site plan (drawn to scale) or sketch showing location of proposed landscaping.
- Description, photos or sketches of proposed plants, trees or other landscaping elements such as benches, gazebos, decks or walkways.

New Construction/Additions/Porches/Decks

- Written description of proposed work.
- Color photographs (printed or digital) showing all four sides of the property, and the area(s) where the addition/new construction will be located.
- Site plan (drawn to scale) showing all new construction and its relationship to surrounding building(s).
- Plans and elevation drawings drawn to scale that show the new addition and its relationship to the existing building.
- Description, samples or brochures of proposed materials to be used on addition, including description of size, type, material and color.
- "Cut sheet" or specification sheet for proposed new materials, if applicable.

Demolition

- Written statement stating the reason for demolition and future plans for the building/site.
- Detailed color photographs (printed or digital) showing interior and exterior views.
- Other supporting documentation – an engineer's report detailing the condition of the structure is highly recommended.

Other Work

- Written description of proposed work.
- Color photographs (printed or digital) showing at least two sides of the property.

Written description of Proposed Work (attach additional sheets if more space is needed)

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

Date: \_\_\_\_\_