



**Cohoes Historic Preservation and Architectural Review Board (HPARB)  
Guidelines for Certificate of Appropriateness (COA) Applications**

All owners of property located within Historic Districts in Cohoes must obtain a COA if they plan any exterior work on structures on their property or other changes to their property visible from a public street or way. This includes any change in the appearance of the property such as exterior painting, signs, awnings, light fixtures, fences, steps, sidewalks, parking lots, doors and windows, or other exterior elements. A COA is also required for new construction within designated Historic Districts, or demolition of designated local landmarks or structures within Historic Districts. In all cases, a COA is required whether or not a building permit is also necessary. Any work done must also meet all Building and Zoning code requirements. Boundaries of the city’s Historic Overlay Districts are shown on the zoning map on the City of Cohoes website: (<http://www.cohoes.com/documents/community%20development/final-zoning-code-w-map.pdf>), or are available through the office of the City Planner.

**Meeting Dates and Application Submission Deadlines**

The HPARB meets at 6:30 p.m. the third Tuesday of the month in the Common Council Chamber: room 15 on the second floor in City Hall, located at 97 Mohawk Street. These public meetings include the review, approval and/or denial of Applications for Certificates of Appropriateness (COAs) submitted for work within the Historic Districts of Cohoes. Complete COA Applications must be submitted on or before the “Application submission deadline” noted in the schedule below. Meeting dates and times are published on the meetings calendar on the City of Cohoes website at: (<http://www.cohoes.com/Cit-e-access/Meetings/?TID=34&TPID=6364>)

<b>2015 Meeting dates</b>	<b>Application submission deadlines</b>	<b>2015 Meeting dates</b>	<b>Application submission deadlines</b>
<b>May 19</b>	<i>May 12</i>	<b>September 15</b>	<i>September 8</i>
<b>June 16</b>	<i>June 9</i>	<b>October 20</b>	<i>October 13</i>
<b>July 21</b>	<i>July 14</i>	<b>November 17</b>	<i>November 10</i>
<b>August 18</b>	<i>August 11</i>	<b>December 15</b>	<i>December 8</i>

**Criteria for Review**

Criteria used by the HPARB in reviewing Applications for Certificates of Appropriateness are outlined in Cohoes City Zoning Code. These criteria are:

1. Properties which contribute to the character of a Historic District or a designated landmark shall be retained, with their historic features altered as little as possible.
2. Any alteration of existing properties shall be compatible with its historic character, as well as with the surrounding district.
3. New construction shall be compatible with the district in which it is located.

In applying the principle of compatibility, the HPARB considers the following factors:

1. The general designs, character and appropriateness to the property of the proposed alteration or new construction.
2. The scale of the proposed alteration or new construction in relation to the property itself, surrounding properties and the neighborhood.
3. Texture, materials and color and their relation to similar features of other properties in the neighborhood.
4. Visual compatibility with surrounding properties, including proportion of the property's front facade, proportion and arrangement of windows and other openings within the facade, roof shape and rhythm of spacing of properties on streets, including setback.

**Signs in public view in the city's Historic Districts are evaluated for their compatibility with other signs and structures within the districts.**

**Guidelines for Certificate of Appropriateness (COA) Applications  
Information That Must Be Included**

A written description for each item of work must accompany your Certificate of Appropriateness (COA) Application. This may require the additional submission of drawings, images or computer assisted design print outs (please refer to the guidelines starting on page 3) depending on the type of work proposed. Space for the written description is provided on page two of the Application (page 7 of this packet). If you need additional pages to explain your project or include other information, please submit these with your COA Application.

For new construction, additions or renovation/repair to existing structures, the following information about materials to be used must be submitted:

1. List of the types of materials to be used.
2. Samples of the materials (actual samples or descriptive brochures from material suppliers).
3. Color charts, chips or swatches for colors to be used on all features.

The guidelines that begin on the next page describe the minimum detail you must provide in your written description along with other information about the project you are planning.

In the processing of your Application prior to the monthly meeting (at which your COA Application will be discussed), it may be determined that other information is needed. If contacted for further information, ensure that you provide this information in advance of the public review of your COA Application. Otherwise a decision may be delayed until the next meeting.

**In all cases, photographs or digital images of the building and/or site in its current state should be submitted with the Application. These images must include all visible sides of the building and visible areas of the site where work is proposed.**

**Please complete and submit the three pages of the Certificate of Appropriateness (COA) Application to ensure that your project is reviewed by the Historic Preservation and Architectural Review Board (HPARB) prior to starting it. Approval of your COA Application is required prior to beginning work on the project. Failure to obtain an approved COA may result in sanctions by the City Code Enforcement Office.**

**Guidelines for Completing Your COA Application - By Project Type**

**Include this information in your written description for each project  
Note that some projects have additional requirements**

**Painting**

- What will be painted?
- What color(s) will be used from the City's historic color palette?

**Add or replace windows and/or doors**

- Where will the doors and/or windows be located?
- How many will be added or replaced?
- What are the dimensions and materials of the existing doors and/or windows?
- What are the dimensions and materials of the replacement doors and/or windows?
- Include an illustration of the material(s) from the product brochure
- Include images/drawings of the final outcome of the proposed project

**Re-roof with a new color or material**

- What is the existing roof material?
- What is the new roofing material and its color?
- Include a sample of the material or an illustration of the material(s) from the product brochure

**Change exterior material or finish**

- What is the current material or finish of the exterior?
- What exterior material or finish will be used?
- Include a sample of the material or an illustration of the material(s) from the product brochure
- What color(s) will be used from the City's historic color palette?
- Include images/drawings of the final outcome of the proposed project

**Add or remove a fence or wall**

- What are the materials and design of the fence and/or wall (including gates, if applicable)?
- What is the height of the fence or wall?
- Where will the fence or wall be located on the property?
- Include images/drawings of the final outcome of the proposed project

**Add a sign or signs**

- What are the dimensions of the sign?
- What material(s) will be used?

- What types of lettering and images/designs will be used on the sign?
- Where will the sign be located on the building?
- How will it be fastened to the building?
- What height (measured from existing grade) and what clearance from the existing grade?
- If a free-standing sign, include images/drawings showing sign location, distances from property lines and distances from building(s) or structure(s) on lot
- What colors will be used on the sign?
- Include an image or drawing of the proposed sign.

**Add or remove an awning**

- How many awnings will be added or removed?
- What are the dimensions of the awnings?
- What are the colors and material of the awnings?
- Where will awning(s) be located on the building (over doorways, windows, storefront)?
- What text/images or designs will be on the awnings?
- Include images/drawings of the final outcome of the proposed project

**Add or remove exterior lighting**

- Where would the lighting be located?
- If removed, would it be replaced with anything?
- Which direction would the lighting face?
- What are the design, color and dimensions of the lighting fixtures?
- Include images/drawings of the final outcome of the proposed project

**Add or remove steps, porch, or railing**

- Where are steps, porch, or railing located?
- What materials will be used?
- What is the design of the steps, porch or railing?
- Will steps, porch or railing be sealed, stained or painted?
- If painted, stained or sealed, what colors from the City's historic color palette?
- Include detailed description (site plan) and images/drawings of the final outcome of the proposed project

**Construct handicap access or fire escape**

- Where will the access or fire escape be located?
- Of what materials will it be made?

- What are the dimensions?
- Include images or detailed drawings of the final outcome of the proposed project

**Add driveway or parking lot**

- What are the dimensions of the driveway or parking lot?
- How many vehicles will the driveway or parking lot hold?
- What is the location with respect to adjacent buildings?
- What new/additional barriers will the driveway or parking lot include?
- Include images/drawings of the final outcome of the proposed project

**Add walks**

- Where would walks be located?
- What materials would be used?
- What dimension would the walks be?
- Include images/drawings of the final outcome of the proposed project

**Alter major landscaping or site grade**

- What changes will be made?
- Include detailed images/drawings of the proposed design and elevation (including location of features and structures on the site) and a listing and images of items or features that would be added or removed

**Remove live tree**

- Where is tree located on property?

**Erect a new building**

- Where would the building be located on the site?
- What materials would be used in construction?
- Include detailed architectural drawings of all sides and elevations
- Include images/drawings of the final outcome of the proposed project

**Restore/rehabilitate existing building or outbuilding or add to an existing building**

- What is going to be restored or rehabilitated or added to an existing building?

- Will it change the original dimensions of the existing structure?
- What materials will be used for construction?
- Would any types of features be added or changed? If YES, provide additional information as noted in 1 and 2 below and include detailed images/drawings of the building in its current state with the Application.
  1. What is the proposed location of features on the building? Will these features obscure architectural details of the building?
  2. What materials will be used for construction?
- Include images/drawings and detailed drawings that illustrate the final outcome of the total proposed project

**Building demolition**

- What structure(s) is/are part of the demolition?
- What is the reason for demolition?
- Include a detailed explanation and engineering report and:
  1. A history of the building and a search of the title and deeds of the property that results in the complete chain of ownership of the property from the year of proposed demolition back to the first recorded owner(s) of the property.
  2. Color photographs/images of the building, to include photographs of the exterior highlighting every visible side, including all details that characterize the building and the era in which it was constructed. Photographs that document the interior of the structure must also be provided.
  3. Current valuation of the building.
  4. Method of demolition and plans for disposition of the materials, both interior and exterior, following demolition.
- Include a detailed description and images/drawings of the proposed new use for the site. If any new construction is planned on the demolition site, the design of the new structures must be reviewed by the HPARB. A Certificate of Appropriateness (COA) for the new construction must be applied for in addition to the COA for the demolition.

**Move a building onto or off of a site**

- What building is to be moved?
- Where will it be moved from and moved to?

- Provide detailed images showing current site plan and images/drawings of the final outcome of the proposed project

**Remove from an existing building**

- What is the reason for removal and what features would be removed?
- What is their location on the building?
- How would the removed features change the building's appearance?
- Include images/drawings of the final outcome of the proposed project

**Alter city sidewalk, grass, and/or curb**

- What features would be altered?
- What is their location?
- How would the alterations change the overall appearance?
- Include images/drawings of the final outcome of the proposed project