



Town of North Hempstead

Historic Landmarks Preservation Commission



210 Plandome Road, Manhasset, NY 11030-2326

Email: Landmarks@northhempsteadny.gov

Certificate of Appropriateness - Submittal Requirements

Please note: *If you have any questions about your Landmark Designation or if you live in a Designated Historic Landmark District, please email the [Historic Landmark Commission](#).* Information on the Local Landmarks, Landmark District Boundaries and scheduled public meetings of the Historic Landmark Preservation Commission can be found on the Town's Website [here](#).

A Certificate of Appropriateness and Hearing before the Landmarks is required for any exterior alteration, construction, demolition, or relocation a designated historic landmark or for a building, structure, site, or object in a designated historic landmark district. Certificate of Appropriateness procedures and requirements are described in [Chapter 27 of the Town Code](#). Please review the relevant Town Code Sections prior to submitting any applications to the Historic Landmarks Preservation Commission as this would provide the most up-to-date information. **Please Note: No Hearing will be scheduled until all required documents have been submitted.**

Ordinary maintenance, repair or replacement in kind with like materials of similar quality, of any place, site, structure, object or building designated as a historic site, or any property located wholly or partially within the boundaries of a historic landmark district; or the installation, replacement or relocation of ground-mounted generator or heating, ventilation and air-conditioning (HVAC) units and appurtenance are exempt from the Certificate of Appropriateness requirements, as listed in [§27-8\(K\)](#). This exemption is provided that a permit is obtained from the Building Department and that such generators or HVAC units and appurtenances, shall be screened from adjoining lots and the public street by a completely planted visual barrier consisting of evergreen plantings to be a minimum of six inches above the top of the unit. All screening must be maintained in a healthy condition. The proposed use of fencing or other manmade screening to shield generators or HVAC units and appurtenances, is not exempt and requires an approval by the Commission. In addition, the exterior installation, replacement, or relocation of appurtenant ductwork to the facade of a building or structure visible to the public street without prior review by the Commission is not permitted.

The Certificate of Appropriateness is required in addition to and not in lieu of any building, sign or other permit or approval that may be required. If the proposed work will need other permits, you will be asked to submit a Residential Building Permit to the Building Department for zoning compliance prior to your application for Certificate of Appropriateness.

All Certificate of Appropriateness applications will require a hearing before the Historic Landmark Preservation Commission at one of their public meetings. The calendar of Meetings is available [here](#). The timeframe from application submittal and Hearing depends on the completeness of the application and the schedule of the Town Board. All Hearings must be noticed to the neighboring properties within a 300 ft radius.



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Certificate of Appropriateness Application

For the Scope of Work, make sure to describe in detail all the components of the work that will be completed or maintained as part of the project. The scope of work description is used to prepare public noticing. If any elements are missing from this description and are not publicly noticed, those items cannot be reviewed by the Historic Landmark Preservation Commission during the Hearing.

The following is a list of supporting documents to include with your application. *Make sure all Drawings and Plans include:*

- *The seal and signature of the appropriate professional(s) licensed in the State of New York.*
- *An original drawing date, as well as all revision numbers and dates.*
- *An approval box, located in the exact location on all plans and drawings.*

<input checked="" type="checkbox"/>	Floor Plans (construction details not required)
<input checked="" type="checkbox"/>	Elevation drawings of all sides of the building where any changes are visible
<input checked="" type="checkbox"/>	Street elevation (may be a photo) showing the proposed construction superimposed within the two adjacent buildings (if the proposed work is visible at the front of the site/building)
<input checked="" type="checkbox"/>	Photos of all four (4) elevations (sides) of the building
<input checked="" type="checkbox"/>	Close-up (detail) photos of all areas where work is proposed
<input checked="" type="checkbox"/>	Catalogue cuts or samples of proposed materials to be used in alteration: Include a photo of any physical samples with your application and bring the physical sample to the Hearing.
<input checked="" type="checkbox"/>	Survey showing all existing features



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<input checked="" type="checkbox"/>	Site plan with all proposed features identified in a heavier line weight, dimensioned, and labeled
<input checked="" type="checkbox"/>	Affidavit of Ownership: If the applicant is not the owner of the property, an Affidavit of Ownership must be completed. The Affidavit of Ownership is attached to the end of the document or contact landmarks@northhempsteadny.gov for more information.

Depending on the nature of the proposed work, additional information may be requested by the Commission or staff.

Expedited Review – Administrative Certificate of Appropriateness

Certain minor exterior alterations, restorations and changes of material that do not have a substantial adverse impact on the historic character of a designated historic landmark or designated historic landmark district may be approved on behalf of the Commission without a formal hearing. If the expedited review is approved, an Administrative Certificate of Appropriateness will be issued. Reference [§27.9\(H\)](#) for the most up-to-date information on expedited reviews and administrative Certificate of Appropriateness.

Your application must meet one of the following eligible activity to qualify for an expedited review. Mark on the application form, all that apply, to be considered for an Expedited Review:

- a) Replacing existing retaining walls with materials that are not replacement-in-kind
- b) Replacing existing roofing materials with materials that are not replacement-in-kind
- c) Removing, installing, or replacing fences, excluding the installation or replacement of fences composed of vinyl, PVC, or similar material
- d) Removing trees not in the Town’s right-of-way, provided that a certified arborist letter or multiple photos with a written explanation indicating imminent danger accompanies the request
- e) Restoring fire or storm damage with materials that are not replacement-in-kind (exemptions may apply)
- f) Installing of an awning: new awning fabric, without signage, to be canvas or treated fabric on an existing awning frame
- g) Installing of an above-ground swimming pool or free-standing hot tub
- h) Altering, constructing, demolishing, or relocating a noncontributing building or structure, or part thereof, located within a historic district.



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Filing Fees – There are no fees associated with the Certificate of Appropriateness Application

Notification of Hearing Requirements

You must mail Notices to surrounding property owners. Reference [§27.8\(D\)](#) for the most up-to-date information on noticing requirements. After review of your application, if your application will need a Hearing, staff from the Historic Landmark Preservation Commission will provide you with information on the required mailings. You must send the provided notice letter to all the property owners within 300 ft of the subject property. This letter must be by sent by registered or certified mail not less than 10 days but also not more than 20 days from the hearing date to all property owners. If an application is adjourned during the hearing, you must send notices to all property owners within a radius of 300 feet of the property of the new date and time of the hearing. This letter must be by sent by first class mail, not less than 10 days but also not more than 20 days from the new hearing date.

Documents required prior to Hearing

After your hearing date is determined you will receive a notification to submit your required hearing documents. Submit the documents below **no later than 5 days before your hearing** to verify that you have noticed your application in accordance with [§27.8\(D\)](#) of Town Code above.

<input checked="" type="checkbox"/>	Fully executed and notarized Affidavit of Mailing
<input checked="" type="checkbox"/>	All Date Stamped Certified Mail Receipts
<input checked="" type="checkbox"/>	A copy of the notice that was mailed

Hearing

The meetings of the Historic Landmarks Preservation Commission are held on scheduled Tuesdays at 7:00 PM at North Hempstead Town Hall: 220 Plandome Road, Manhasset, NY 11030. The Commission holds about six (6) meeting each year. Meetings are live streamed on the Town’s website. The meeting agenda will be posted on the Historic Landmarks Preservation Commission’s website prior to the Hearing. Email the Historic Landmarks Preservation Commission if you have questions on Hearing Procedures.