

Historic Preservation Commission



Mission:

The mission of the Historic Preservation Commission is to afford proper recognition to the town's historic landmarks and to protect them from incompatible alterations or demolition. Doing so will maintain them for the continuing recognition, use, and enjoyment of current and future residents and visitors of the town.

Resources:

<https://www.southoldtownny.gov/225/Historic-Preservation-Commission>

Commission Handbook: Provides a downloadable copy of the HPC Handbook.

Landmarks: Lists the properties in Southold Town that are Landmarked.

Preservation Application: Provides access to the application to list on the Southold Town Register of Designated Landmarks.

Town Preservation Code - Chapter 170 : Provides access to the Law governing Historic Preservation in Southold Town.

February 16, 2021- Community Zoom Program/ Code Change Proposal: Provides a copy of the PowerPoint presentation offered via Zoom, the histories of the Orient and Southold districts and an assessment of potential impact on property values within the Historic Districts.

Applying for a Certificate of Appropriateness:

Description of the HPC Process



Town of Southold
Historic Preservation Commission
Standard Q&A for Historic District and

Welcome to the Historic Preservation Commission. Our goal is to help you achieve your objectives, with preservation of the exterior of your building remaining true to its original design, assuring that the continuum and continuity essential to an historic district or property is maintained.

There is a process to achieving the best outcome.

All applicants are encouraged to have a Pre-Submission Conference whereby the application and renderings are reviewed, questions are asked, and recommendations made that will guide the applicant to a successful outcome.

If things are very straight forward and clear, a recommendation to go to a Public Hearing will be scheduled.

If it is necessary to better understand the project, a Site Visit may be suggested. This is a special accommodation, whereby one or more Commissioners will visit your property and have eyes on the ground able to assess your plans within the context of its location.

The Commissioners will report back to the Commission, share their newfound knowledge and recommend either another Pre-Submission Conference or a Public Hearing. The Administrative Assistant to the HPC will contact the Applicant and schedule appointments.

If there is a Public Hearing, where the Commissioners believe a Site Visit is necessary, the Public Hearing will remain open until it may be resumed at a subsequent date.

Decisions are made because of research and negotiation that lead to a motion to grant a Certificate of Appropriateness. If the motion is not made, further work needs to be done to achieve a mutual goal.

At the granting of a Certificate of Appropriateness, the Historic Preservation Commission is empowered to impose reasonable conditions upon the applicant to ensure that the activity is conducted in a manner which is consistent with the spirit and intent of Chapter 170 of the Town Code.

Incomplete or partial applications are not recommended. They lead to misunderstanding, incorrect thinking and a lack of continuity.

The HPC is required to have an architect on the Commission. This is the greatest benefit to an applicant. Their knowledge, perspective and experience often lead to the best outcomes that the applicant can have. Please consider this mandate as your best investment.

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HPC Standard Q & A

In anticipation of your meeting with the HPC, listed below are standard questions you may wish to be prepared to address:

1. When was your house first built?
2. Do you know your building is within the Historic District?
3. Are you familiar with Chapter 170 of the Southold Town Code (Landmark Preservation) that applies to this application?
4. How is the design for your project sympathetic to the surrounding neighborhood?
5. How do your plans and elevations show adherence to the historic district mandates in Chapter 170?
6. Have you supplied images of neighboring residences?
7. How does this renovation illustrate compatibility in terms of scale and massing with neighboring structures?
8. What is the square footage of the original building?
9. What is the square footage of the renovated building?
10. What is the height of the original building?
11. What is the height of the proposed alteration, addition or new building?
12. What are the materials you are using for windows/doors, foundation walls, trim and siding?
13. Do these materials match, "in kind", those of the original structure?

Applicant's required supporting materials include:

One (1) set of measured drawings or sketches, to include the following:

- elevations
- existing/proposed floor plans at 1/4" scale
- a door and window schedule
- sample(s) and/or photo(s) of exterior hardware, lighting, shutters, etc.
- roofing/siding specifications, samples, paint samples/chips (if requested)

Please be aware that the Commission *may* request other information it deems necessary to make a determination of appropriateness. Supporting material must be filed at the same time as the completed application so that the public and the Commissioners have advance time to review all details. If an applicant fails to submit the proper supporting materials at the time of application, the public hearing will be tabled until a full review process can occur.