



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

Welcome to the Historic Preservation Commission. Our goal is to help you achieve your objectives with preservation of the exterior remaining true to its original design, assuring that the continuum and continuity essential to a 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 Commissioner or more 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 make scheduling 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 accomplish a mutual goal.
- In the case of the granting of a certificate of appropriateness, the Historic Preservation Commission shall be 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 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.

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) which 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?