

Village of Victor  
Architectural Preservation Review Board (APRB)  
**Application for a Certificate of Appropriateness**

Prior to the commencement of any work in the **Business District** requiring a Certificate of Appropriateness, the owner shall file an application of such a certificate with the APRB.

Address of Proposed Work: \_\_\_\_\_

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

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

\_\_\_\_\_

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

Phone - Daytime: \_\_\_\_\_ Cell: \_\_\_\_\_

Owner: \_\_\_\_\_

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

\_\_\_\_\_

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

Phone - Daytime: \_\_\_\_\_ Cell: \_\_\_\_\_

Type of Structure:     Residential         Commercial         Garage/Outbuildings  
                           Fence             Sign

Year of Original Construction: \_\_\_\_\_

Type of Work Proposed:     Restoration         New Construction         Signs  
                                   Addition/Alteration     Demolition/Removal     Repair         Fence  
                                   Awnings     Lighting     Window/Door Replacement     Siding

Area to be Affected:     Siding         Windows     Doors         Chimney     Sign  
                                   Porch/Railings     Fence         Other: \_\_\_\_\_

Please Describe Project in Detail:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MUST INCLUDE THE FOLLOWING:**

Supporting Documentation:

- Project Description       Drawings     Photos     Color Samples
- Color Sign Rendering with size & construction materials noted       Materials List
- Survey Map showing:
  - Existing Buildings with Dimensions
  - Boundaries of the Property
  - Location of Proposed Sign(s)
  - Location of Outdoor Lighting
  - Location of Proposed Fence

1. This application cannot be processed for APRB review unless all of the required items and all parts of the application form are completed and submitted to the Village Hall by the deadline date (see attached schedule).
2. All zoning requirements, including variances, must be met prior to APRB approval.
3. Decisions are based on the Code of the Village of Victor, Chapter 50, Standards for Review, Section 50-10.
4. The applicant **must** appear at the scheduled meeting when the completed application will be reviewed by the APRB. An agenda will be sent to all parties prior to the meeting. A letter stating the APRB decision will follow the meeting.
5. Work on projects **shall not** be started unless the applicant has received APRB approval and all the necessary permits have been obtained from the Code Enforcement Officer. To obtain the necessary permits, please contact the Code Enforcement Officer at 742-5035.
6. Changes to the approved plan cannot be made without additional APRB review. A written request for a change in application including the revised proposed plans must be received by the deadline date.

---

Applicant Signature Date

---

Property Owner Signature Date

---

For Use by APRB:

Date of Review: \_\_\_\_\_

Action of APRB:       Approved     Denied     Tabled     Other

Conditions: \_\_\_\_\_

Resolution #: \_\_\_\_\_ APRB Chairperson Signature