

## **Bedford Village Historic District Review Commission: Application and Review Process**

Approval is required for:

Any action that alters a site or the exterior of a building in the Historic District, including but not limited to new construction, additions to existing buildings, renovation of exterior materials, changes in windows or doors, changes in paint color, significant landscape changes, lighting, signage, and walls or fences.

A certificate of approval is required prior to applying for a building permit for work within the Historic District.

### **Application and Review Process:**

The Commission meets the second Wed. of every month at the Bedford Free Library, 8:00PM

Applications are available at the Town Building Department, 425 Cherry St., Bedford Hills and at the Bedford Free Library. Complete applications must be submitted by the owner of the property (or by an agent and signed by the property owner) no later than two weeks prior to the meeting to be considered for the agenda. Incomplete applications may be discussed, time permitting, but no action will be taken by the Commission without a complete application.

Submit applications to: Bedford Village Historic District Review Commission  
Richard Farrell, Chair  
PO Box 383  
Bedford, NY 10506

Commission members will review application and, with permission, make necessary site visits prior to meetings.

The Commission will act on an application within 60 days of its complete presentation.

Upon approval of an application, a certificate of approval will be issued to the applicant within seven (7) days, with an additional copy sent to the Building Inspector unless requested otherwise.

### **Application Requirements for construction (SIX COPIES):**

- Survey of plot showing existing buildings and exterior site features including landscaping. Minimum scale 1" = 50'
- Scaled drawings showing plans and elevations of proposed construction, including detail drawings of relevant architectural features. Include topographic information for landscape changes.
- Color Photographs showing existing conditions to be changed and views from public ways which may be altered.
- Samples or clear photographs and drawings of proposed materials and colors

### **Application Requirements for minor changes that do not change footprint of building (SIX COPIES):**

- Scaled drawings showing proposed changes, including detail drawings of relevant architectural features.
- Color Photographs showing existing conditions.
- Samples or clear photographs and drawings of proposed materials and colors

### **Application Requirements for signage, lighting, landscaping (SIX COPIES):**

- Sign applications to include scaled drawings showing location of sign on site, lettering style, size, placement and color. Scaled drawing of sign at 1/2" = 1'. Sample or clear example of materials. (Black on white background with Caslon Old Style or similar font strongly preferred)
- Lighting applications to include scaled drawings showing location of lights on building or site, Sample or clear example of fixture including brand if possible.
- Landscaping applications to include site survey at minimum scale of 1" = 50' and scaled drawings of fences or any structure. Sample or clear example of all materials.