Information for obtaining a Certificate of Appropriateness:

In accordance with Article V Section 28 "Development within Historic Residential and Historic Commercial Districts" of the City of Rensselaer's zoning code,

Sarah Stern Crowell, AICP
Director of Planning

> *Before any improvements are made on any public or private property or public place within the Historic Residential and Historic Commercial Districts, the projects must be first reviewed and approved and a certificate of appropriateness issued by the Planning Commission.*

Criteria: The Planning Commission shall give consideration to:
   a. the general design and character of the proposed alteration
   b. the texture, materials, and color as it relates to its surroundings
   c. any significance the removal or alteration of materials or features the proposed would have on the historic or distinctive architectural character

Deny: The code states,

> *Grounds for considering a proposed design inappropriate would include arresting and spectacular effects, violent contrasts of materials or colors, or intense colors, or multiplicity or incongruity of details resulting in a disturbing appearance.*

Regarding **materials**, the code specifies repair and replacement should "match the material being replaced in composition, design, color, texture, and other visual qualities" and "should be based on accurate duplication of features, substantiated by historic, physical, or pictorial evidence, rather than on conjectural designs".

It is therefore essential for the Planning Commission to issue a decision, that an application, known as a "Certificate of Appropriateness", be accompanied by a detailed description of the improvements including a scaled rendering with labeled dimensions, specific materials to be used, the color and type of paint if any is to be applied, and a brief description of how the improvements retain, restore or best resemble the character of the building and area.

In sum, recommended elements to accompany application:
   1. **Detailed description**
   2. **Scaled rendering**
   3. **Inventory of materials**
   4. **Color or treatment applied**
   5. **Brief narrative on the character of the building and project**

Images are always helpful