

ADDITIONAL INFORMATION

- Review the Historic Review Ordinance and the Historic District Design Guidelines when planning your project.
- Do **NOT** order or buy materials for your project or begin construction without DRB approval. There is no guarantee that your project will be approved as proposed.
- Submit a complete application to have your review go more smoothly.
- There are specific requirements for demolition in a Historic District. Consult the City's Unified Development Ordinance.
- Failure to comply with the requirements of the Historic Review section is a violation of the Unified Development Ordinance with penalties of \$50 - \$250 per day.

HISTORIC PRESERVATION RESOURCES

There are many resources available to assist you with the planning of your project.

Please visit the City of Saratoga Springs website at www.saratoga-springs.org for the section of the Unified Development Ordinance Historic Review.

The Design Review Board webpage has links to a map of the Historic Districts, application materials, and Historic District Design Guidelines, which include:

- General Information
- Alternative Energy Systems
- Exterior Claddings
- New Construction
- Porches & Decks
- Roofs
- Signage
- Site Details & Streetscapes
- Windows & Doors

The staff of the Planning Department at City Hall is available to provide assistance and answer questions.

The Saratoga Springs Preservation Foundation maintains property files, has a number of historic preservation resources, and is available to assist you in planning your project. The Foundation often provides advisory opinions to the Design Review Board on proposed projects.

You may be eligible for state and federal rehabilitation tax credits to help offset the cost of your project. For more information please visit www.parks.ny.gov/shpo/tax-credit-programs/.

Saratoga Springs has a number of experienced architects and builders who can assist you with the design and construction of your project. It may be helpful to seek a design professional who is familiar with our local design review process.

The *Preservation Briefs* by the National Park Service provide guidance on preserving, rehabilitating and restoring historic buildings. They discuss issues and best practices on an extensive list of preservation topics, many of interest to Saratoga Springs property owners. www.nps.gov/tps/how-to-preserve/briefs.htm



Saratoga Springs
Preservation Foundation



This brochure is a collaborative effort of the City of Saratoga Springs Design Review Board and the Saratoga Springs Preservation Foundation.

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City of Saratoga Springs
City Hall
474 Broadway
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www.saratoga-springs.org
(518) 587-3550

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www.saratogapreservation.org

Design Review Board
City of Saratoga Springs
City Hall
474 Broadway
Saratoga Springs, NY 12866

WAIT! BEFORE YOU RENOVATE



**Approval may be Necessary
BEFORE
You Start Exterior Work in a
Historic District.**

*The stewardship of your property
preserves the history and unique
character of Saratoga Springs for future
generations.*

Please retain for future reference.

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WELCOME & THANK YOU!

Preserving the unique architectural character of Saratoga Springs is important to the vitality of the city because it attracts visitors, residents, and businesses. The stewardship of your property is important.

In 1977, the City of Saratoga Springs enacted a local historic preservation ordinance to protect buildings and neighborhoods of special historic and architectural character from destruction, inappropriate rehabilitation, and incompatible new construction.

WHAT ARE MY RESPONSIBILITIES AS THE OWNER OF A PROPERTY IN THE CITY'S HISTORIC DISTRICT?

A property owner, lessee, or purchaser under contract seeking to make any *exterior* changes, erect a sign, build or demolish a structure in a Local Historic District is required to receive approval by the City of Saratoga Springs Design Review Board (DRB) **PRIOR** to starting construction. You are responsible for preserving the historic character of your structure which, in turn, preserves the historic integrity of your neighborhood. To confirm if your property is located in a Historic District, please visit the Historic District map at www.saratoga-springs.org or call (518) 587-3550.

WHAT IS THE DESIGN REVIEW BOARD?

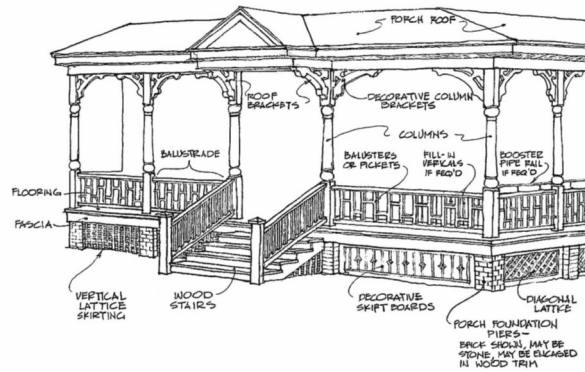
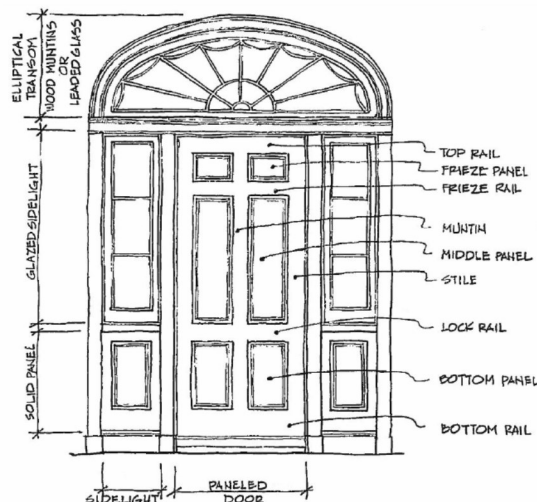
The Design Review Board is comprised of seven volunteers, appointed by the Mayor, with demonstrated experience in historic preservation, architecture, construction, and local history. The DRB reviews exterior changes, new construction, and demolition within a Historic District to preserve the architectural character of historic buildings and neighborhoods. The DRB is charged with administering the Historic Review section of the Unified Development Ordinance. Its reviews are based on the mandatory standards outlined in the local ordinance and design guidelines, which are available at www.saratoga-springs.org

WHAT IS THE DESIGN REVIEW PROCESS?

The process begins with the submission of an application that includes photographs of existing conditions, construction plans/drawings, and material details. Once a submitted application is deemed complete, the application is placed on the next available agenda of the DRB. The DRB meets on Wednesdays, typically twice a month, in Council Chambers in City Hall. Applicants are encouraged to attend meetings. Visit the City's website for meeting calendars and agendas.

WHAT CHANGES TO THE EXTERIOR OF MY PROPERTY **DO NOT REQUIRE** HISTORIC REVIEW?

- Ordinary maintenance or repair of any exterior feature that *does not* involve a change in design, material, or exterior appearance.
- Change of the color of your building, *unless it is located within a non-residential Zoning District.*
- Installation of freestanding objects such as play equipment, a flagpole, or sculpture.
- Interior work that does not involve any change to the exterior.

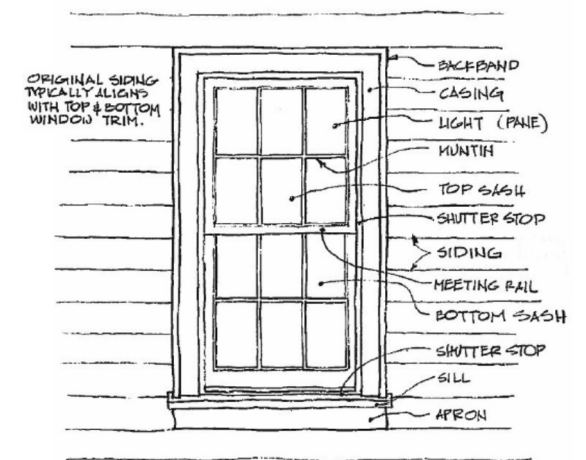


WHAT CHANGES TO THE EXTERIOR OF MY PROPERTY **DO REQUIRE** HISTORIC REVIEW?

- Construction, rehabilitation, alteration or exterior change to a structure that *requires the issuance of a building or demolition permit.*
- Installation or modification of an awning, sign, or sign structure that requires a building or sign permit.
- **ANY** material change to the exterior appearance of a structure. Such changes affect the historic character-defining features and context of the Historic District. Those changes include:
 - Addition or removal of exterior architectural features;
 - Installation, removal or change of materials on exterior building elements including but not limited to roof, siding, windows, doors, porches, and the like;
 - Enclosure or screening of building openings;
 - Installation, removal or change in material of driveways or walkways;
 - Installation or removal of architectural or vegetative screening that exceeds three feet in height within the front yard setback.

GOOD PRESERVATION PRACTICES ARE ENCOURAGED

- Preserve rather than remove features of your property that contribute to its historic integrity.
- Repair rather than replace. If building elements are beyond repair, the replacement materials should match the original in composition, design, color, texture and other visual qualities.
- Replacement of wood siding, shingles, and details with synthetic materials is discouraged.
- If historic windows cannot be repaired, replacement windows should match original windows in terms of design, materials, the number of divided lights, size of the opening and placement in the plane of the building. Where original examples are not available, replacements should reflect a design appropriate to the style and period of the structure.
- Additions should be compatible with the existing structure and the surrounding Historic District, distinguishable as an addition, and not overshadow the existing historic structure.



Illustrations: Historic District Design Guidelines
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