



City of Elmira
Code Enforcement Department

<http://www.cityofelmira.net>

101 W. Second St.
Elmira, NY 14901
Fax: (607) 733-5235

Historic Preservation Commission Application Instructions

1.
 - a. All Historic Preservation Applications **MUST** go to the Historic Preservation Commission for review and approval.
 - b. All applicants **MUST** attend the Historic Preservation Commission meeting.
 - c. The Historic Preservation Commission meets on the second Tuesday of every month at 4:00 pm in the Courtroom on the second floor at City Hall, 317 E. Church Street, Elmira, New York.
2. In order to be placed on the agenda for the next regularly scheduled meeting of the Historic Preservation Commission, all completed applications **MUST** be submitted to the Clerk to the Commission at the Code Enforcement Department no later than 10:00 am the Tuesday prior to the next scheduled meeting. Failure to meet the deadline will result in placement on the agenda for the following meeting.
3. Environmental Assessment Form: one of the two below **MUST** be completed
 - a. Short Form (available on Page 3 of the application)
 - b. Long Form (available online at www.dec.state.ny.us)
4. When completing the application, please use **BLUE or BLACK INK** OR you can complete this application online at <http://www.cityofelmira.net/permits>. Forms may be filled out online and printed for submission to the Clerk to the Commission at the Code Enforcement Department. This requires the free Adobe Acrobat Reader. Further details are provided on the website.
5. Please be sure to fill in all necessary information on the HPC Application. Failure to provide all the details of the proposed work could result in your application being tabled until the next regularly scheduled meeting date. It is advisable to include samples (paint chips, roofing materials, etc.) where applicable to assist the commission with their determination.
6. A \$125.00 application fee is required for all applications for the Historic Preservation Commission.
7. Mail or bring your completed application and \$125.00 application fee to:
**City of Elmira Code Enforcement Department
Clerk to the Historic Preservation Commission
101 W. Second Street
Elmira, NY 14901**