



Village of East Hampton Historic Preservation Program

Certificate of Appropriateness Application Instructions

1. Consult the Design Review Manual for the Hook Historic District, Huntting Lane Historic District or Main Street Historic District for any guidelines that may apply to the work you are planning. It is recommended that you read Chapter 176 of the Village Code, Preservation of Historic Areas.
2. You are encouraged to seek a conference with the Design Review Board prior to submitting an application to clarify any questions about the proposed work.
3. Complete the application form, fully describing the proposed work, and submit it to Village Hall. A simple written description is adequate for some proposals. Others may require additional information such as a site plan, building plans, sketches, photographs or samples. Please submit 11 copies of any site plan or building plans. The submission fee is \$25. The Board will request any additional information it deems necessary.
4. Design Review Board meetings are normally scheduled for the first and third Wednesday of each month at 5:00 p.m. at Village Hall. Applications eligible for expedited review are acted upon as quickly as possible.
5. You will be notified of the Board's decision by mail.



**Village of East Hampton
Historic Preservation Program**

**Certificate of Appropriateness
Application Form**

Location of property _____

Tax map number _____

Property owner _____ Phone _____

Address _____

Architect _____ Phone _____

Address _____

Contractor _____ Phone _____

Address _____

DETAILED DESCRIPTION OF PROPOSED WORK

(Attach additional sheets, drawings or other information as necessary to adequately describe the proposed work.)

Signature of owner or authorized agent _____

Date _____

www.easthamptonvillage.org
Return to Design Review Board, Village of East Hampton,
86 Main Street, East Hampton, NY 11937 (631) 324-4150