



# TOWN/VILLAGE OF LIMA

## HISTORICAL PRESERVATION COMMISSION

### REVIEW APPLICATION

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**Address of Proposed Work:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Village & Town of Lima Historic Preservation Commission (HPC) was established to provide helpful guidance to applicants whose properties are located within the Historic Preservation Overlay District (the boundaries of the Historic Overlay District shall include the Downtown Business District and land located within 100 feet of the property line of any building or site listed in the National Register of Historic Places or in the Town of Lima any land located within 500 feet of the property line of any building or site listed in the National Register of Historic Places). A Town Zoning Map is available on the Town website (lima-ny.org) to determine a property's location with regard to the Historic Protection Overlay District.

Any project consisting of new construction, structural or façade alterations, new or altered signage or building demolition requires advisory consultation with the HPC prior to issuance of a permit. The intent is preserve and enhance the appearance and historical character of the building involved and those buildings in close proximity to historical buildings.

A site visit and or a meeting with the applicant may be requested by the HPC in order to completely understand the details of a proposed project. The HPC has up to thirty (30) days from receipt of a completed application to issue their advisory opinion.

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Structure Type:** Residential Commercial Garage/Outbuilding Fence Sign  
(Circle one)

**Type of Proposed Work:** Restoration New Construction Addition Alteration Repair Demolition Painting  
(Circle all that apply)

**Area to be Affected:** Window/Door Replacement Siding Porch/Railings Sign Lighting Awning Sign  
(Circle all that apply) Front of Building Rear of Building Landscaping

**SUPPORTING DOCUMENTATION:**

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In order for an application to be determined complete, the following information shall be submitted.

Detailed Project Description:

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Submit adequate information that fully describes the proposed work and identifies the following:

- Existing & proposed materials
- Location of proposed work on building or property
- Proposed colors to be used
- Dimensions of work or scale drawings if relevant
- Photographs of affected areas
- Renderings of proposed work when appropriate

**HELPFUL RESOURCES**

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- National Register Designated Buildings (available on website)
- Lima Façade Renovation Guidelines (available on website)
- Downtown Business District Design Standards (available on website)
- National Park Service Preservation Brief (available at Lima Library)
- Lima Historical Society House Files (available at [www.limahistoricalsociety.org](http://www.limahistoricalsociety.org))
- Lima Historian’s Files contact Doug Morgan at [dmorgan21@rochester.rr.com](mailto:dmorgan21@rochester.rr.com))

**QUESTIONS:**

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Any questions relating to the completion of this application may be directed to the Building Inspector at: 585-624-7911 or email: [codes@townoflima.org](mailto:codes@townoflima.org).

**CERTIFICATION:**

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Application is hereby made to the Village/Town of Lima’s Historic Preservation Commission prior to the issuance of a Sign, Demolition or Building Permit. I affirm that I have read the instructions and that the application and supporting documentation are true and a complete statement and description of the proposed work is included herein.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING INSPECTOR CHECKLIST:**

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- Tax Map \_\_\_\_\_
- National Register Property
- Historic Preservation Overlay District
- Downtown Business District

Date Received by HPC: \_\_\_\_\_

**HISTORIC PRESERVATION COMMISSION RECOMMENDATIONS AND COMMENTS**

HPC Meeting Date: \_\_\_\_\_

HPC Meeting Participants:

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Recommendations:

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