

Office Use ONLY

Application Received: In Person ___ By Mail ___ By Email ___ Date _____
Request Investigated by _____ Date _____
Permit Approved: () YES () NO Date _____
Recommend to ARB: () YES () NO Date _____
ARB Approval: () YES () NO Date _____
Permit Issued By _____ Permit Number _____ Date _____
Other Notes _____

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CHAUTAUQUA INSTITUTION
ARCHITECTURAL AND LAND USE COMPLIANCE CERTIFICATE APPLICATION

Chautauqua Institution has adopted specific regulations for ALL construction, landscaping and use of properties on the grounds. All construction work (except routine maintenance; interior finishes, non-structural interior alterations; kitchen/bath alterations; interior mechanical systems; exterior painting) must first be reviewed and approved by the Administrator of Architectural & Land Use Regulations prior to starting. (See Compliance Process Matrix 6.3 in Regulations). A current, valid Compliance Certificate from the Institution MUST BE POSTED on the site for this work. A Town of Chautauqua Building Permit may also be required from the Town of Chautauqua.

PLEASE FILL IN FOLLOWING INFORMATION:

A) Owner's Name _____
Chautauqua Address _____
Permanent Address _____
Owner's Phone # _____ Owner's Cell # _____
Owner's e-mail _____

B) Construction Site House Number _____ / Unit # _____

C) District of Construction Site: () Mixed Use Core () Neighborhood Traditional
() Neighborhood Suburban () Miller Park () Suburban Multi-Family
() Garden District () Woodlands () Highlands

D) Prime Contractor / CM(Names, Phone Numbers, e-mail address) _____

Contractor Authorization Certificate # _____
Subcontractor (Names & Phone Numbers) _____
Contractor Authorization Certificate # _____
Subcontractor (Names & Phone Numbers) _____
Contractor Authorization Certificate # _____

E.1) Type of Work To Be Performed: () Interior Structural Alterations () Demolition
() Driveways/Walks/Patios () Foundation work () Window changes/replacements
() Porches/Decks/Patios/Pergolas/Balconies () Site Features or change of grade
() New Construction () Exterior HVAC/ Mechanical Units () Roofs
() New Awnings () Additions () Reconstruction () Renovation
() Garage () Other _____

E.2) Description of Work (Attach additional sheets and/or drawings if available):

- F) Date Work Is Expected To Begin _____ To Finish By _____
- G) Selected historic preservation classification: (See 4.12 in Regulations)
 () Preservation () Reconstruction () Rehabilitation () Restoration
- H) Proposed Materials: (plastic, vinyl are prohibited) _____

- I) Identify the industry recognized architectural style: _____
- J) Identify tree disturbances (within canopy) and/or proposed removals: _____
- K) Describe how site drainage during construction and after construction will be managed in compliance with Regulations (attach drawings if necessary): _____

- L) Describe how you will manage legal off-street parking on the project site: _____

- M) THE INSTITUTION STAFF CANNOT GRANT SPECIAL EXCEPTIONS TO, OR VARIANCES FROM, THE ARCHITECTURAL AND LAND USE REGULATIONS. PLEASE INDICATE BELOW IF THE WORK IS SUCH THAT ACTION FROM THE ARCHITECTURAL REVIEW BOARD (ARB) IS REQUIRED.
- Variance Is Being Requested _____ YES _____ NO
 Special Exception is Requested _____ YES _____ NO
 Describe Variances/Exception Requested _____

- N) Lot Size, Intensity, Impervious Surface Ratio: (See Regulations for definitions)
 Lot Width: _____ Lot Area: _____ Floor/Area Ratio: _____
 Impervious Surface Ratio: _____
- O) Height to Eave: _____ Height to Highest Ridge/Point: _____
- P) I agree to reimburse Chautauqua Institution for all costs, repairs and/or construction to any road surface and/or right-of-way resulting from construction activities ___ YES
 _____ NO
- Q) I agree to abide by the Rules & Regulations Chautauqua Institution and the Architectural and Land Use Regulations: _____ YES _____ NO
- R) I understand that financial penalties apply for violations of the Architectural and Land Use Regulations and I agree to pay such fines if violations occur: _____ YES _____ NO
(Refer to *Schedule of Penalties*. Liens will be placed upon properties for unpaid penalties)

Schedule of Penalties (See Regulations):

For All Projects

- | | |
|---|---------------------------------------|
| 1. Failure to Post Compliance Certificate in Visible Location on Property | \$ 25 / day |
| 2. Commencement of Construction Activities prior to receipt of Chautauqua Institution Certificate of Compliance | Max. \$1,000 or \$250 / day |
| 3. Unauthorized Demolition | Max. \$10,000 or \$100 / day |
| 4. Construction Site Maintenance | \$100 / day |
| 5. Failure to Correct Violation | Max. \$1,000 or \$100 / day |
| 6. Removal of Tree from Institution Property | \$10,000 Max. - \$5,000 Min. per tree |
| 7. Removal of Tree from Private Property | \$ 5,000 Max - \$1,000 Min. per tree |

Acknowledgement:

I understand that by signing this document I agree to abide by the Rules & Regulations of Chautauqua Institution and the Architectural and Land Use Regulations. I also certify that the above information is true and correct to the best of my knowledge and that I understand and agree to pay the listed penalties in the instances of violations:

_____	_____
Property Owner's Signature ***	Date

_____	_____
Prime Contractor / CM's Signature	Date

NOTE: ALL CONTRACTORS MUST HAVE A CERTIFICATE OF AUTHORIZATION ISSUED BY CHAUTAUQUA INSTITUTION PRIOR TO PERFORMING CONSTRUCTION ON THE GROUNDS OF CHAUTAUQUA INSTITUTION.

No changes shall be made in such work that deviate from that submitted without the prior approval of the Institution. The issuance of a Compliance Certificate is in addition to and not in substitution for required building permits issued by appropriate governmental authorities, especially the Town of Chautauqua and the Chautauqua Utility District.

COMPLIANCE CERTIFICATE REVIEW FEES:

All exterior or interior remodeling	\$35
Additions to existing buildings	\$90
New construction and substantial rehabilitation	\$200
All cases going to the ARB	\$310

Note: Fees are reviewed annually by the Board of Trustees and may change without notice.

IMPORTANT CONTACT INFORMATION:

<u>Operations Office:</u>	P.O. Box 28 Chautauqua, NY 14722	716-357-6245 (fax) 716-357-9014
Jennifer Majewski	Administrative Assistant	716-357-6245 jmajewski@chq.org
	Administrator of Architectural and Land Use Regulations & Capital Projects Manager	716-357-6400
Jack Munella	Manager of Buildings and Grounds	716-357-6237 jmunella@chq.org
Betsy Burgeson	Gardens Supervisor (Trees)	716-357-6326 bburgeson@chq.org
Amy Hummel	Buildings/Grounds/Gardens Assistant	716-357-6208 ahummel@chq.org
<u>Chautauqua Institution Security:</u>		
Joe Gerace	Chief of Police	716-357-6225
<u>Town of Chautauqua:</u>		
Jeff Paddock	Code Enforcement Officer	716-753-3433
<u>Other:</u>		
Chautauqua Utility District Office		716-357-5865
CUD Wastewater Management		716-357-8137
NY State Call Before You Dig		811

Website link:

www.chq.org/construction-resources

ALL DOCUMENTS ARE AVAILABLE TO DOWNLOAD ON OUR WEBSITE

Applications shall be filed with the Architectural and Land Use Administrator of Chautauqua Institution. The following information must be included:

6.1.1. Standard Application Requirements For New Construction, a Building Project or a Landscaping Project, the application, signed by the Applicant, shall be accompanied by seven (7) sets of the following:

- (a) scaled, dimensional drawings of the project (minimum 1/8" = 1'-0");
- (b) an official survey of the Lot, showing (i) Lot dimensions, (ii) Lot orientation, (iii) the location, size, and material description of all existing and all proposed Structures, walkways, drives, retaining walls, garden walls, fences, patios, decks, Ancillary Equipment (including air conditioning units and compressors and generators), and other site amenities (including locations for garbage and recycling containers) in relation to the street, to other Buildings and Structures (both in terms of height profiles and land footprints), and to Lot and Setback lines, (iv) pre- and post-project contours in one foot increments, and (v) the location of existing trees, bushes, vegetation and other plants both on the Lot and in the adjacent right of way, with the designation of any trees that are proposed to be removed or that will be within ten (10) feet of any construction or excavation;
- (c) site plan (to the extent not shown on the official survey provided for in clause (b) above);
- (d) floor plans for each floor or Story, including any Basement or proposed Basement;
- (e) roof plan;
- (f) front, rear, and side elevations identifying materials, dimensions, heights, and types of windows and doors;
- (g) details of door and window types (to the extent not provided for in clause (f) above), steps, railings, driveways, and walkways;
- (g) streetscapes showing both the existing Structure and the post-project proposed Structure;
- (h) landscaping details, including a drainage and storm water management plan; and
- (i) such additional documents, drawings, or information as the Administrator may reasonably request.

The Administrator may in his sole and absolute discretion accept an application as complete without requiring the submission of one or more of the foregoing items based on the Administrator's evaluation of the nature, extent, and complexity of the proposed New Construction, Building Project, or Landscaping Project; provided, however, the Administrator's decision to proceed on that basis shall not be binding on the ARB in those instances in which ARB review or approval of an application are required (whether by reason of appeal of the Administrator's decision or otherwise) and the ARB in its discretion may require submission of any one or more of the omitted items as a condition to its review or approval of an application.

6.1.2. Basic Diagrams For New Construction or a Building Project, including a Building Project that includes only minor alterations to windows, doors, porches, dormers or the like (but no Additions or structural changes to the Building), or for replacements thereof, the application shall contain basic diagrams drawn to scale showing both the existing and the proposed alterations/replacements.

6.1.3. Elevations and Scale Drawings For New Construction or a Building Project, the application shall contain such information as will demonstrate compliance with the requirements of these Regulations, including Article 4 and Article 5 hereof, which information shall include, but not be limited to, scale

drawings of all exterior Elevations with dimensions showing both the Building Height and the Building Footprint, pre- and post-project FAR and ISR calculations, explanatory sections, details of door and window types, porch steps and railings, details of Building finishes, baseline grade and elevation calculations for the Lot, and an indication of finished floor and ceiling levels.

6.1.4. Additional Drawings and Information The application shall also contain such additional drawings, information and diagrams as may reasonably be requested by the Administrator or the ARB to ensure compliance with these Regulations, including, without limitation, streetscapes.

6.1.5. Certificate Regarding Variances and Special Exception The application shall contain the written, signed certification of the Applicant that either (a) certifies that the proposed project requires no Variance or Special Exception from these Regulations or (b) specifies the Variances and Special Exceptions from these Regulations required for the proposed project and certifies that, other than the specified Variances and Special Exceptions, the proposed project requires no other Variance or Special Exception from these Regulations.

6.1.6. Certification of Completeness Prior to the issuance of a Compliance Certificate by the Administrator, the Applicant shall certify in writing to the Administrator that all documents delivered by or on behalf of the Applicant to the Administrator and the ARB in connection with the application are identical to those that have been submitted to the Town of Chautauqua in connection with its building permit review, and the Applicant subsequent to the issuance of the Compliance Certificate shall deliver to the Administrator from time to time such supplemental or additional documents as shall be needed to ensure continued compliance with this requirement.

6.1.7. Condition Precedent to Construction Work on New Construction, a Building Project, a Landscaping Project or Demolition shall not be commenced until the required Compliance Certificate has been issued by the Administrator.

6.1.8. Need for Supplemental Approval No changes shall be made in the scope or nature of the New Construction, Building Project, Landscaping Project, or Demolition that deviate materially from the project as previously approved by the Administrator or the ARB without the prior written approval of the Administrator obtained after a supplemental written application from the Applicant. The Administrator shall determine whether or not the supplemental written application requires review and approval by the ARB or whether the supplemental written application is within his power to review and approve. If the Administrator determines that the supplemental written application is within his power to review and approve and if the Administrator denies that application or approves that application with conditions, then the Applicant may appeal the Administrator’s decision to the ARB in the manner set forth herein.

6.1.9. Other Permits The requirement of a Compliance Certificate is in addition to and not in substitution for required building, demolition (and other) permits issued by appropriate governmental authorities having jurisdiction over the subject matter of any Compliance Certificate. Notwithstanding the issuance of a Compliance Certificate subsequent to the approval of an application by either the Administrator or the ARB, it remains the responsibility of the Applicant and the Applicant’s contractor and other agents to comply fully and completely with all relevant requirements of the rules, regulations, and codes of New York State, the Town of Chautauqua, and all other governmental authorities having jurisdiction over the subject matter of the Compliance Certificate.

CHAUTAUQUA INSTITUTION COMPLIANCE PROCESS MATRIX	
ACTION	REVIEWING AUTHORITY

	NO APPLICATION OR COMPLIANCE CERTIFICATE REQUIRED (CONSIDERED MAINTENANCE)	REVIEW AND APPROVAL BY THE ADMINISTRATOR FOLLOWED BY ISSUANCE OF A COMPLIANCE CERTIFICATE. *Provided no Variance to any regulation or criteria is requested or required.	REVIEW AND APPROVAL BY THE ARB FOLLOWED BY ISSUANCE OF A COMPLIANCE CERTIFICATE BY THE ADMINISTRATOR. *When a Variance to any regulation or criteria is requested or required.
NEW CONSTRUCTION AND BUILDING PROJECTS, INCLUDING ADDITIONS, RECONSTRUCTIONS, REHABILITATIONS, RENOVATIONS, RESTORATIONS, AND SUBSTANTIAL REHABILITATIONS, BUT EXCLUDING REVIEW AND APPROVAL OF POST-DEMOLITION STRUCTURES AND RELATED LANDSCAPING			
COMPLIANT WITH ALL REQUIREMENTS		X	
MINOR ENCROACHMENT ONLY		X	
VARIANCE OR SPECIAL EXCEPTION REQUESTED OR REQUIRED			X
DEMOLITIONS, INCLUDING REVIEW AND APPROVAL OF POST-DEMOLITION STRUCTURES AND RELATED LANDSCAPING			
ACCESSORY STRUCTURE			X
PRIMARY STRUCTURE			X
DEMOLITION TO CREATE OPENINGS BETWEEN EXISTING AND APPROVED NEW CONSTRUCTION WHEN NOT VISIBLE FROM THE EXTERIOR OF THE COMPLETED PROJECT		X	
INVESTIGATIVE DEMOLITION		X	
BUILDING CODE/FIRE CODE COMPLIANCE AND RELATED ISSUES OF SAFETY AFTER A FIRE OR OTHER CASUALTY		X	
DRIVEWAYS			
ADDING A DRIVEWAY		X*	X*
CHANGE OF MATERIAL		X	
REMOVAL OF DRIVEWAY		X	
FOUNDATIONS			
REPAIR IN KIND		X	
ADDITION OF A FOUNDATION, BUT WITH THE SAME FIRST-FLOOR ELEVATION		X	
ADDITION OF A FOUNDATION, BUT WITH A CHANGE OF FIRST-FLOOR ELEVATION		X*	X *
ADDITION OF A BASEMENT		X*	X *
ALTERATION OR CHANGE OF WINDOWS			
SAME LOCATION, MATERIAL, AND DESIGN		X	
DIFFERENT LOCATION, MATERIAL OR DESIGN WHEN COMPLIANT WITH THE SELECTED ARCHITECTURAL STYLE OF THE PROJECT		X	
DIFFERENT LOCATION, MATERIAL OR DESIGN WHEN NOT COMPLIANT WITH THE SELECTED ARCHITECTURAL STYLE OF THE PROJECT			X

MUNTINS ON EXTERIOR OF GLASS		X	
MUNTINS ON INTERIOR OF GLASS			X
PORCHES / BALCONIES / DECKS / PATIOS / PERGOLAS			
COMPLIANT WITH ALL REQUIREMENTS		X	
VARIANCE REQUESTED OR REQUIRED			X
SITE FEATURES / LANDSCAPING			
SHEDS		X*	X*
FENCES / GARDEN WALLS / RETAINING WALLS		X*	X*
POOLS / SPAS		X*	X*
CHANGE OF PLANT MATERIAL	X		
CHANGE OF GRADE		X*	X*
CANVAS AWNINGS			
NEW INSTALLATION		X*	X*
OFF-SEASON PORCH PROTECTION	X		
CLEANING			
PRESSURE WASHING	X		
CHEMICAL REMOVAL	X		
SANDBLASTING		X	
INTERIOR MAINTENANCE			
CARPET/FLOORING	X		
WALL FINISHES	X		
PAINTING	X		
INTERIOR ALTERATIONS			
NONSTRUCTURAL CHANGES	X		
STRUCTURAL CHANGES		X	
KITCHEN BATH ALTERATIONS OR APPLIANCE CHANGES	X		
MECHANICAL SYSTEMS			
INTERIOR MECHANICAL SYSTEMS ONLY	X		
SOME (OR ALL) EXTERIOR MECHANICAL SYSTEMS		X	
AC WINDOW UNITS		X	
AC CONDENSER		X	
GENERATOR		X*	X*
SOLAR PANELS		X*	X *
WIND TURBINE		X*	X *
PAINTING			
EXTERIOR	X		
ROOF			
SAME OR CHANGE OF MATERIAL		X	
SHUTTERS			
REPAIR/REPLACE WITH SAME SIZE, MATERIAL, OR DESIGN	X		
REPAIR/REPLACE WITH DIFFERENT SIZE, MATERIAL, OR DESIGN		X	
NEW		X	