



OFFICE OF CAMPUS PLANNING & OPERATIONS

May 24th 2022

ARCHITECTURAL REVIEW BOARD MEETING NOTIFICATION

Dear Chautauquan,

The owners of 33 Scott, Eugene and Sonya Sutton, in the Neighborhood Traditional District, are coming before the Architectural Review Board with plans proposing a second-floor addition with interior renovations to their home located at 33 Scott, as well as the addition of an Accessory Unit to their basement. This project's design scope proposes construction to cross an interior Lot line in common ownership. Therefore, this project requires an Architectural Review Board review for the following considerations required for this scope of work.

Variations/Requests being considered:

- 1) Request for partial demolition of the Building at 33 Scott Avenue per the regulations listed in Section 6.11 of the Architectural and Land Use Regulations.
- 2) Variance to section 5.4.3 of the Architecture and Land Use Regulations for a Building Project proposing to cross a Lot line separating two Lots in common ownership.

You are receiving this notification because your property is approximately within 150'-0" of the proposed project site. Plans for this project may be reviewed online using the following link: [Architecture Review Board \(ARB\) News and Notes - Chautauqua Institution \(chq.org\)](https://www.chq.org/ARB-News-and-Notes)

The Architectural Review Board will meet on June 30th 2022 at **Turner Community Center, conference room, at 12:00pm noon**. See instructions for attending this conference below. Please submit any comments that you may have in writing for the Architectural Review Board's consideration. E-mails are preferred and may be submitted to the administrator of architectural and land use regulations at arb@ciweb.org until 12:00 noon on June 29th 2022.

Thank you for your time,

Ryan B. Boughton, Assoc. AIA
Administrator of Architectural and Land Use Regulations
rboughton@chq.org | o: 716.357.6245

PO Box 28 / Chautauqua, NY 14722-0028
716.357.6245 / 716.357.9014 (fax)
ARB@chq.org • chq.org

GENERAL NOTES:
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 205 Van Buren, Jamestown, NY 14701
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 Email: dwh@harrington-architecture.com

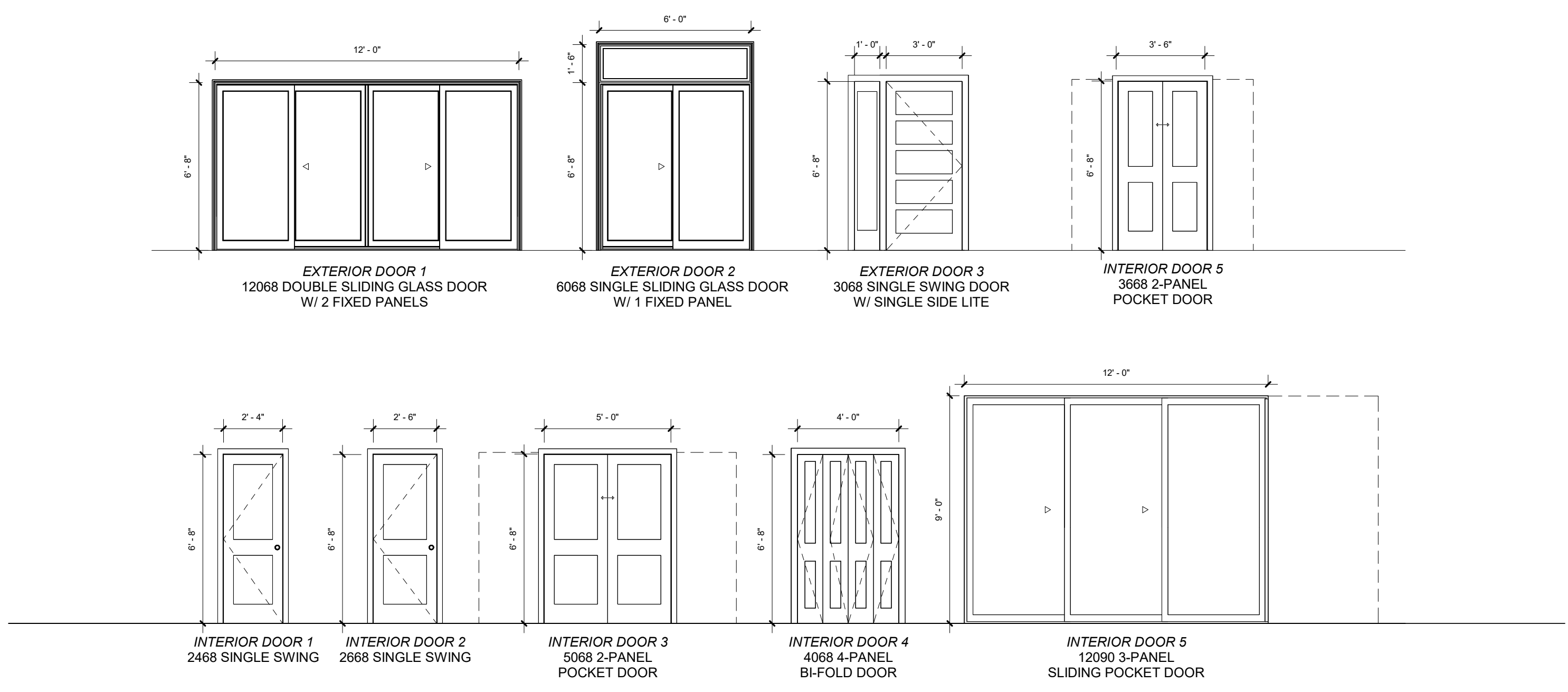
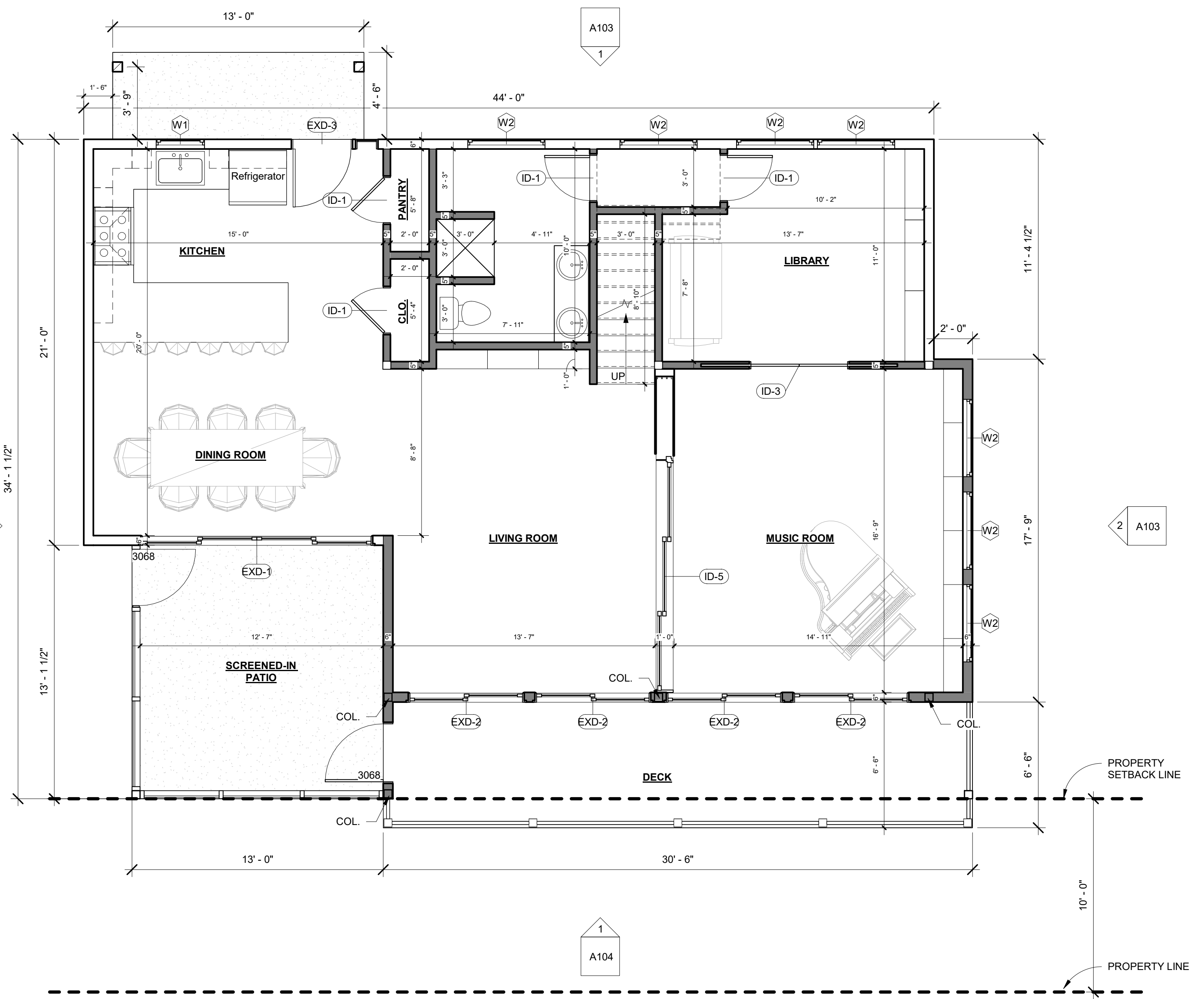
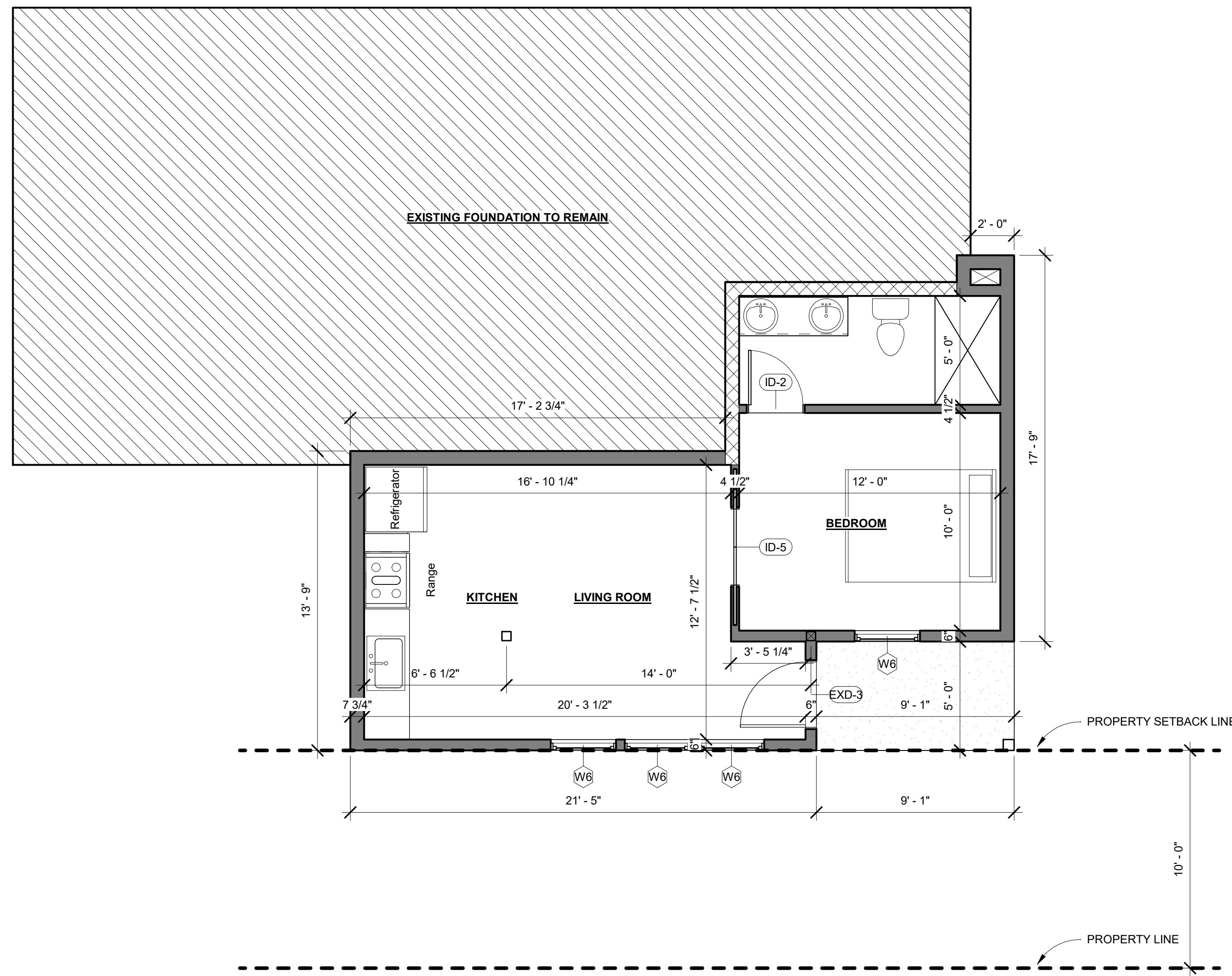


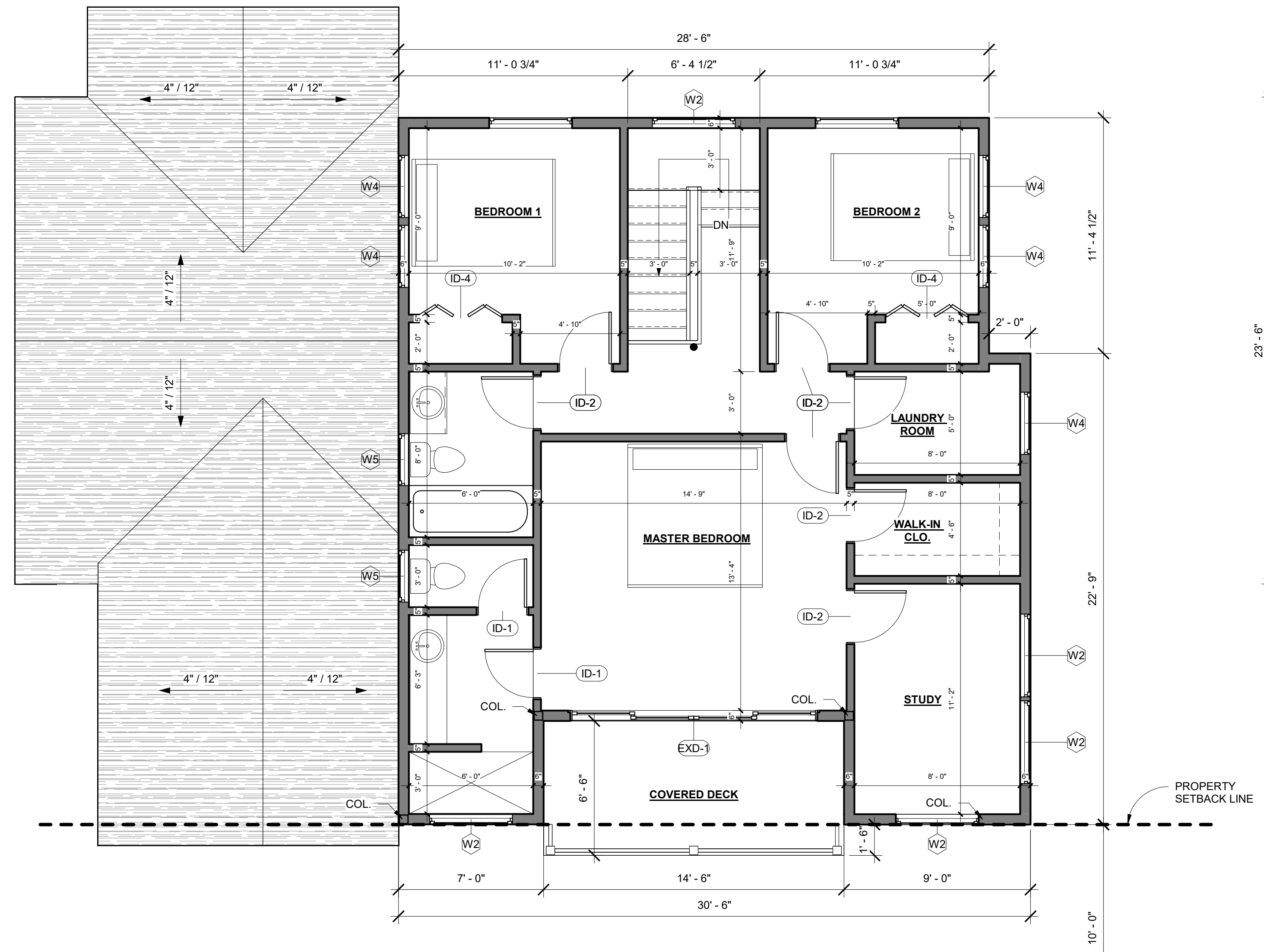
FLOOR PLANS
33 SCOTT PROJECT
 33 SCOTT AVE
 CHAUTAQUA, NY 14722

REVISION NUMBER	REVISION DATE

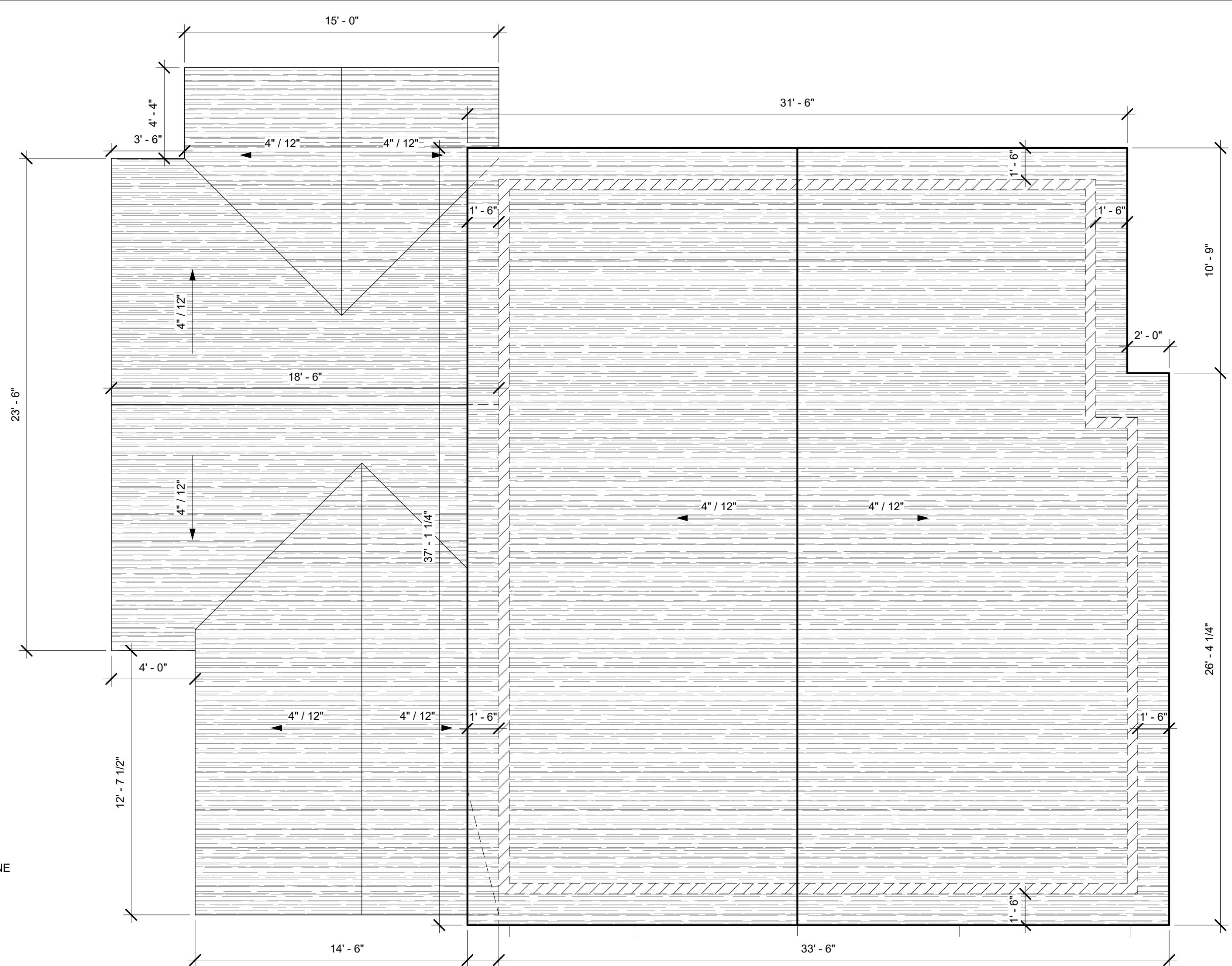
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 DATE: 5/18/2022
 DRAWN BY: MLK
 PROJECT NUMBER: 22-115

SHEET NUMBER:
A101

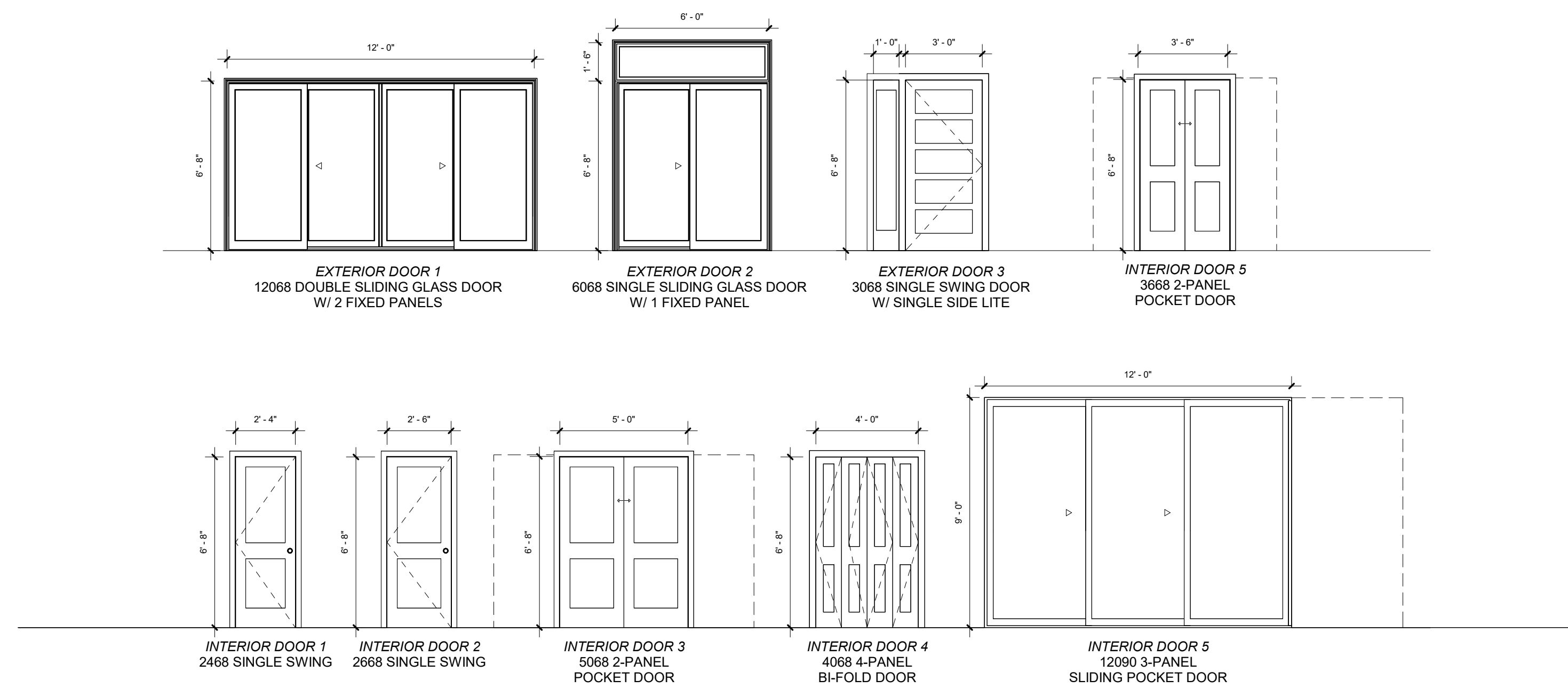




1 FINISHED FLOOR SECOND
1/4" = 1'-0"



2 ROOF PLAN
1/4" = 1'-0"



3 DOOR SCHEDULE
1/4" = 1'-0"

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REVISION NUMBER	REVISION DATE

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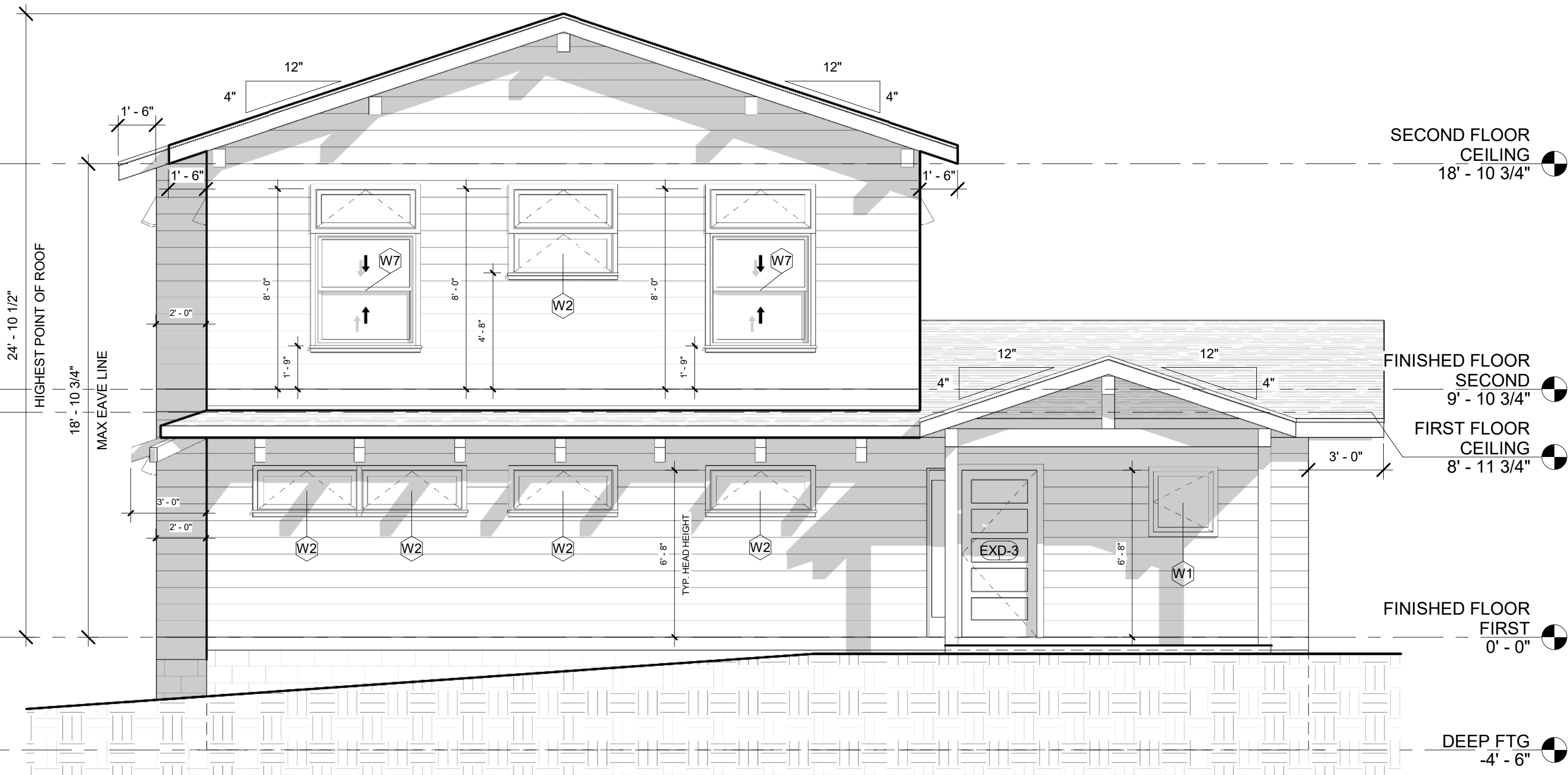
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 205 Van Buren, Jamestown, NY 14701
 Phone: 716-640-0737
 Email: dh@harrington-architecture.com

ELEVATIONS
33 SCOTT PROJECT
 33 SCOTT AVE
 CHAUTAUQUE, NY 14722

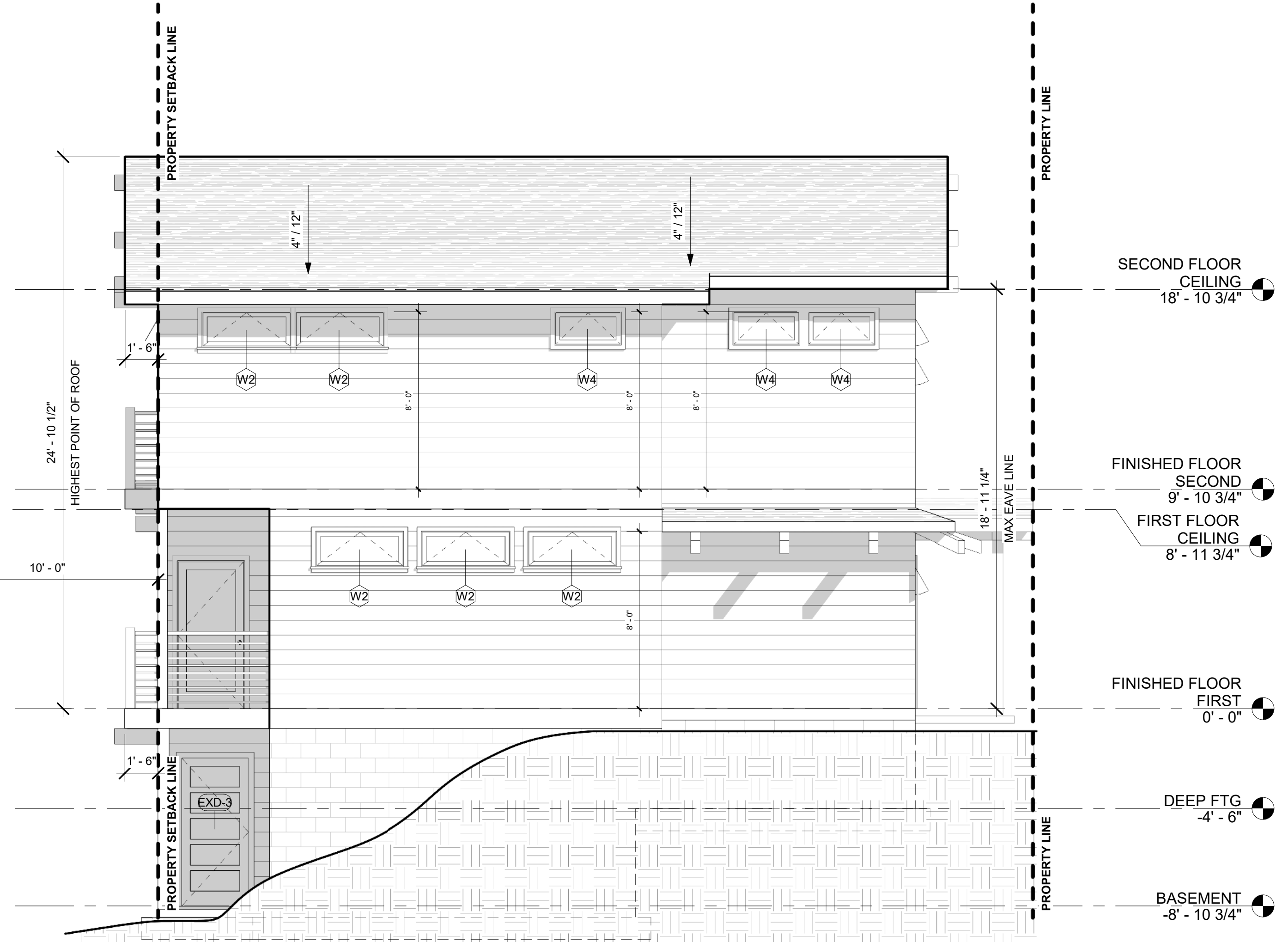
REVISION NUMBER	REVISION DATE

SCALE: 1/4" = 1'-0"
 DATE: 5/18/2022
 DRAWN BY: MLK
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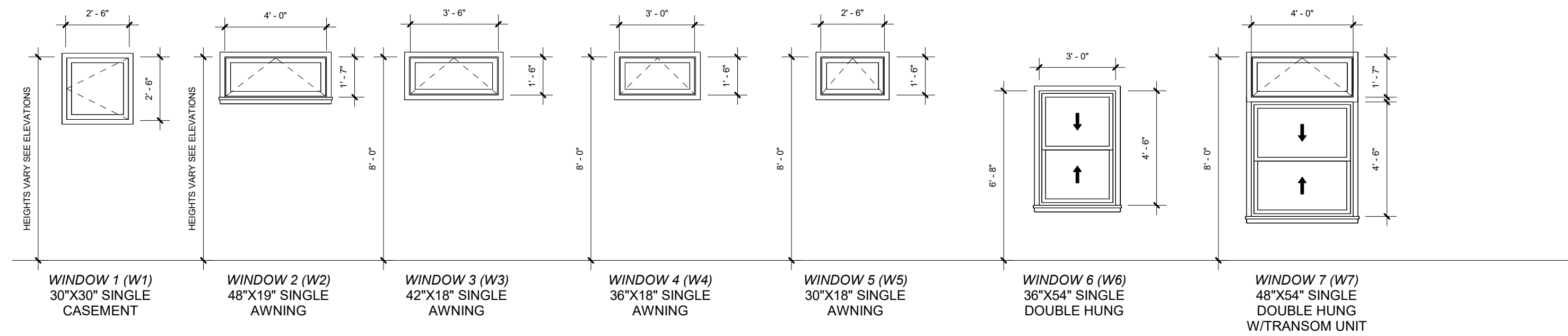
SHEET NUMBER:
A103



① FRONT (NORTH)
 1/4" = 1'-0"

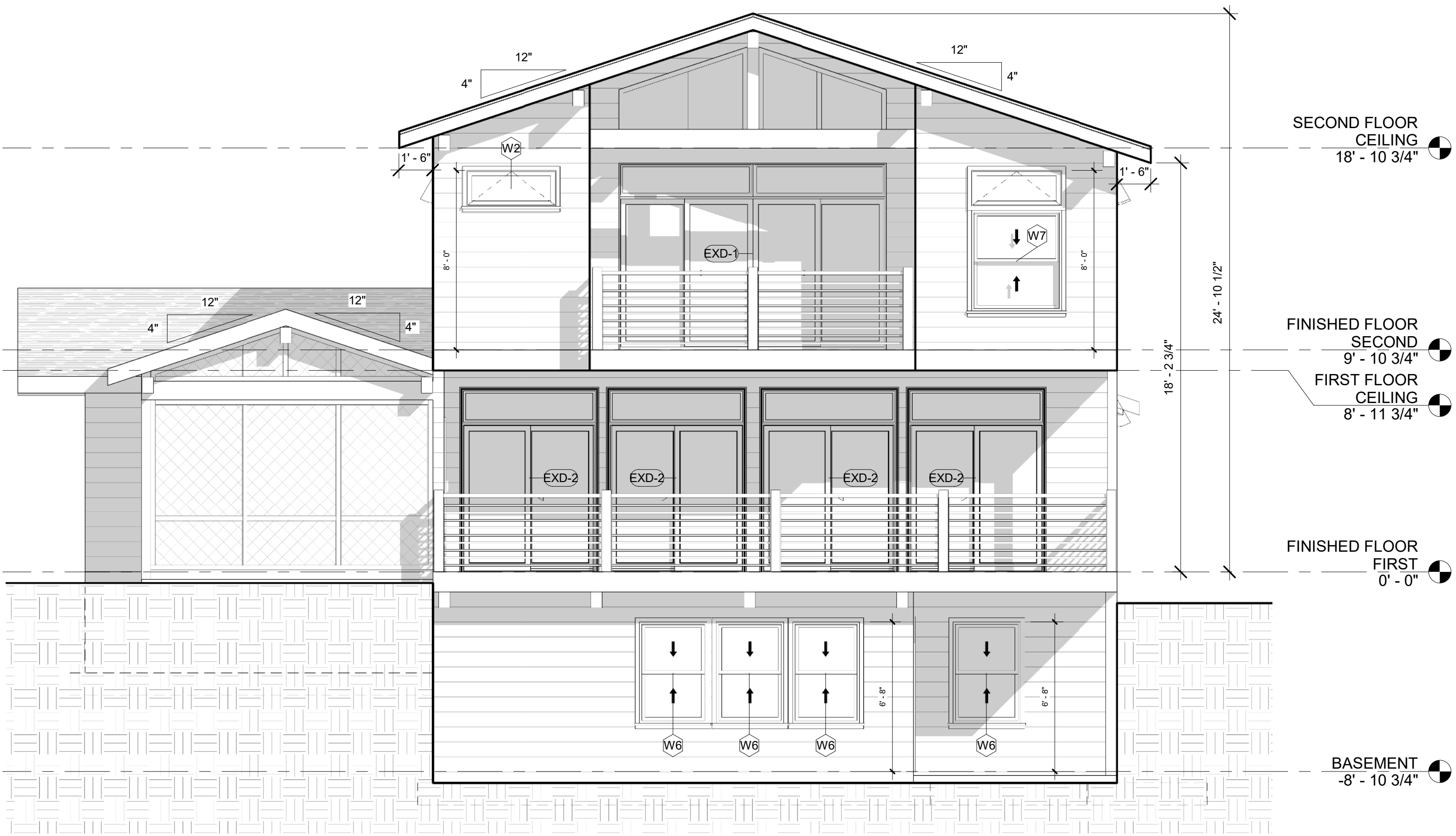


② LEFT (EAST)
 1/4" = 1'-0"

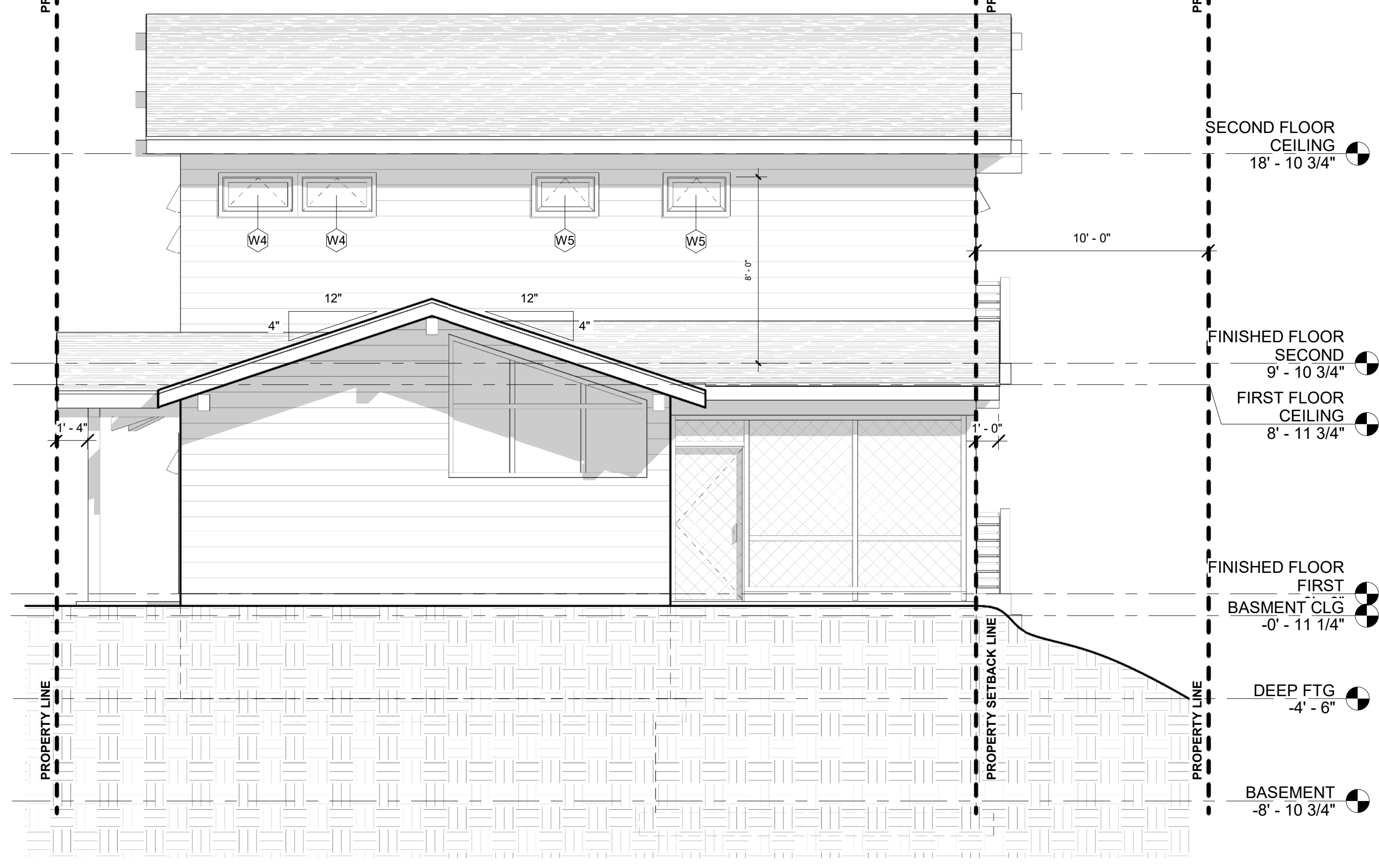


③ WINDOW SCHEDULE
 1/4" = 1'-0"

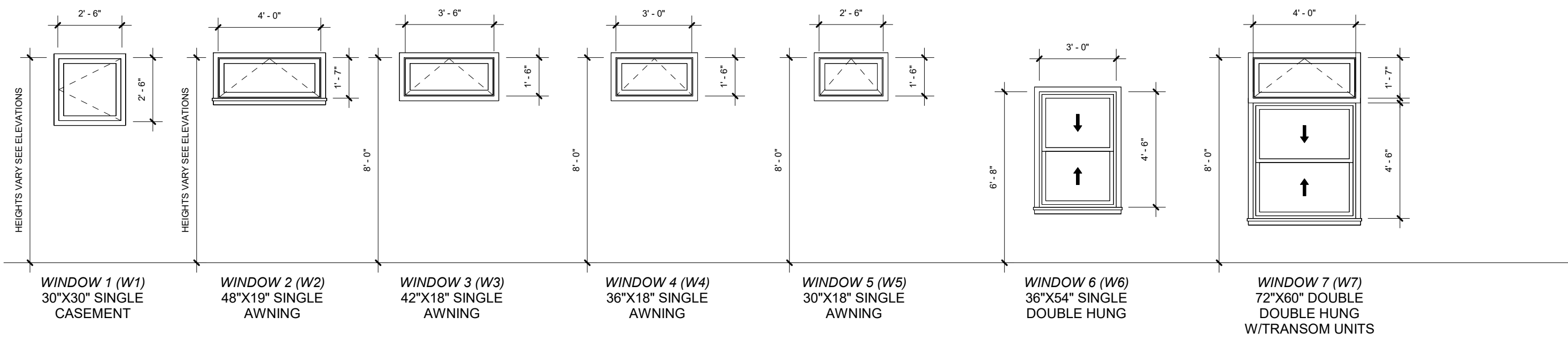
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1 BACK (SOUTH)
 1/4" = 1'-0"



2 RIGHT (WEST)
 1/4" = 1'-0"



3 WINDOW SCHEDULE.
 1/4" = 1'-0"

REVISION NUMBER	REVISION DATE

SCALE: 1/4" = 1'-0"
 DATE: 5/18/2022
 DRAWN BY: MLK
 PROJECT NUMBER: 22-115
 SHEET NUMBER: **A104**

4.4.3. MAXIMUM LOT SIZE, INTENSITY, AND ISR

MINIMUM LOT SIZE OF 40'
 OUR LOT SIZE @ 60' (FULL + HALF LOT)

MINIMUM LOT AREA OF 2,000 SQFT
 OUR LOT SIZE @ 3,000 SQFT (FULL + HALF LOT)

MAXIMUM FAR 1.0

OUR FAR AS FOLLOWS:

ENCLOSED SPACE:
 BASEMENT: 468 SQFT
 FIRST FLOOR: 1,364 SQFT
 SECOND FLOOR: 945 SQFT
 TOTAL ENCLOSED SPACE: 2,777 SQFT

MAXIMUM ISR: MULTIPLE LOTS

65% TOTAL SITE AREA INCLUDING ALL SURFACES OF DRIVEWAYS, PARKING LOTS, WALKWAYS, WINDOW WELLS, PATIOS, ETC. 35% OF SITE AREA MUST REMAIN GREEN AND PERVIOUS

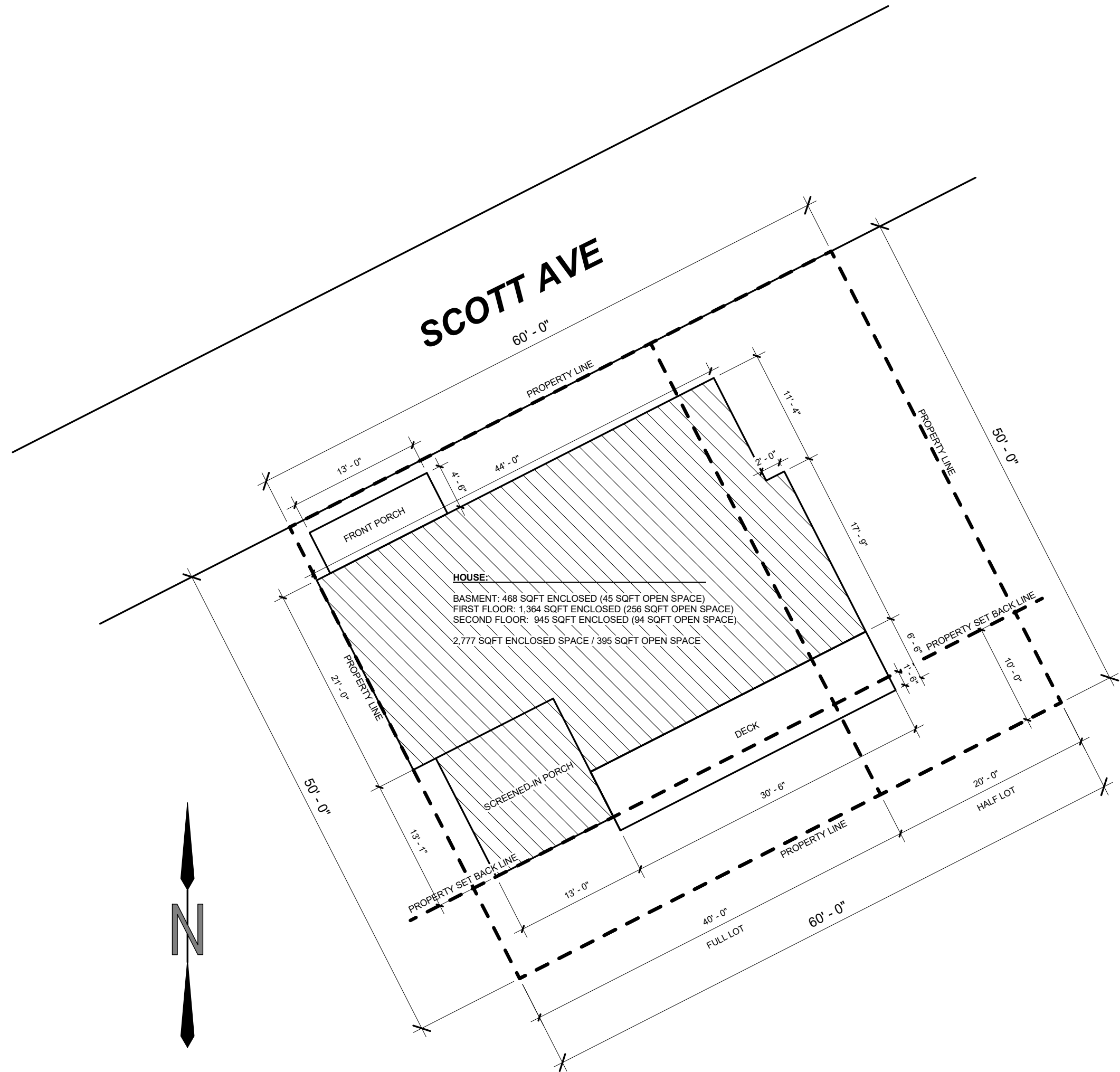
65% OF 3000 SQFT = 1950 SQFT
 TOTAL: 1,617 SQFT

3,000 - 1,617 = 1,383
 (1,383 x 100) / 3000 = 46.1% REMAINING

4.4.5. MAXIMUM BUILDING HEIGHT

MAX EAVE LINE OF 24'
 OUR EAVE LINE @ 18'-11"

HIGHEST POINT OF ROOF OF 36'
 OUR HIGHEST POINT @ 24'-10"



1 Site
 1" = 10'-0"

SCOTT AVENUE
(40.00' WIDE)

NOW OR FORMERLY
 ROSEMARIE F. LOOMIS
 L. 1835 P. 211
 TAX MAP No. 297.23-2-1
 0.069± Acres
 2998.66± Sq. Feet

NOW OR FORMERLY
 JOHN C. CHILDS &
 CATHERINE T. APPLEWHITE
 INSTRUMENT No. DE2018005650

NOW OR FORMERLY
 CHAUTAUQUA INSTITUTION

CRESCENT AVENUE
 (30.0' WIDE)

MAP NOTES :

- THIS SURVEY IS SUBJECT TO SUCH FACTS AS MAY BE DISCLOSED IN A CURRENT TITLE SEARCH.
- TO BE VALID, COPIES HEREOF MUST CONTAIN THE LAND SURVEYOR'S ORIGINAL SIGNATURE AND EMBOSSED SEAL.
- LEGEND: O = FOUND PIPE OR AS NOTED ● = SET REBAR D = DEED M = MEASURE R = RECORD PER THE OFFICIAL MAP OF THE CHAUTAUQUA INSTITUTION
- THIS SURVEY IS OF LOT No. 830 AND HALF OF LOT No. 831 OF THE OFFICIAL MAP OF CHAUTAUQUA INSTITUTION AS FILED IN CHAUTAUQUA COUNTY CLERK'S OFFICE UNDER CABINET No. 2, SECTION E, MAP No. 159 AND DATED APRIL 25, 1939.
- THE HOUSE IS WITHIN THE HALF FOOT AND TWO FEET ON THE SOUTHWEST INTO THE CRESCENT AVENUE RIGHT OF WAY AND WITHIN THE FIVE FEET ALLOWED INTO LOT No. 831 PER DEED.
- THIS SURVEY IS IN ACCORD WITH THE EXISTING CODE OF PRACTICE FOR LAND SURVEYS OF THE NEW YORK STATE ASSOC. OF PROFESSIONAL LAND SURVEYORS.
- THIS SURVEY REVISED ON NOVEMBER 18, 2021 TO SHOW THE OFFSET DIMENSIONS TO THE PORCH ON THE EAST SIDE OF THE HOUSE.

ANY ALTERATION OF THIS DOCUMENT SHALL CONFORM TO THE EDUCATION LAW.

PROJECT
 MAP OF LANDS AT No. 33 SCOTT AVENUE
 IN THE TOWN OF CHAUTAUQUA, CHAUTAUQUA COUNTY, NEW YORK

RANDALL S. THOMPSON, PLS 117 HOLBROOK STREET JAMESTOWN, NY 14701 (716) 664-5259 Phone/Fax email: rthompsonpls@yahoo.com	HOLLAND LAND COMPANY	FILE NAME: J33Scott-ChautInstitution N.Y.S. LICENSE NO. 050181
	LOT 29 TOWNSHIP 3 RANGE 13	
	SCALE: 1" = 20'	
	DATE OF SURVEY: 11-06-2021	
	JOB NO. CC-21-1027	
	NOTE BK. 12 PG. 135	

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 Email: dwh@harrington-architecture.com



SITE PLAN
 33 SCOTT PROJECT
 33 SCOTT AVE
 CHAUTAUQUA, NY 14722

REVISION NUMBER	REVISION DATE

SCALE: 1" = 10'-0"
DATE: 5/18/2022
DRAWN BY: MLK
PROJECT NUMBER: 22-115

SHEET NUMBER:
A105

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DEMO PLANS
33 SCOTT PROJECT
33 SCOTT AVE
CHAUTAUQUA, NY 14722

REVISION NUMBER	REVISION DATE
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SCALE: As Indicated

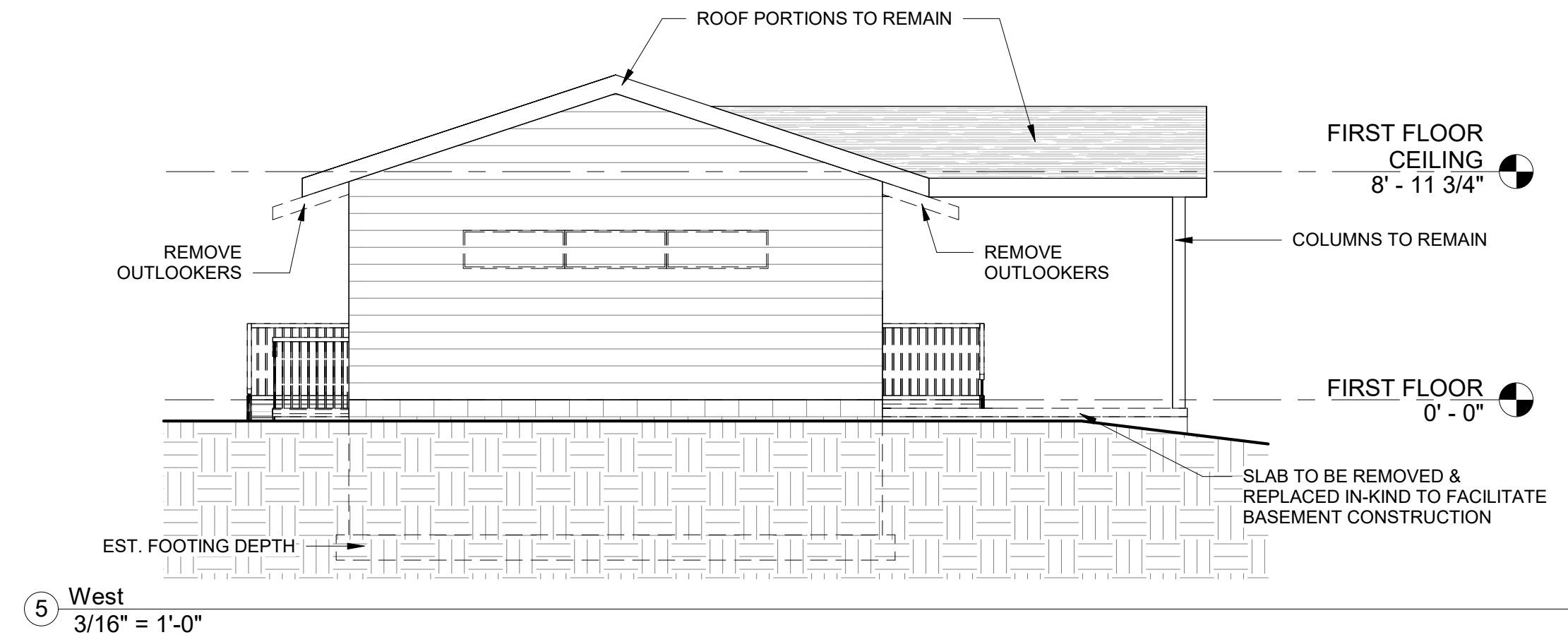
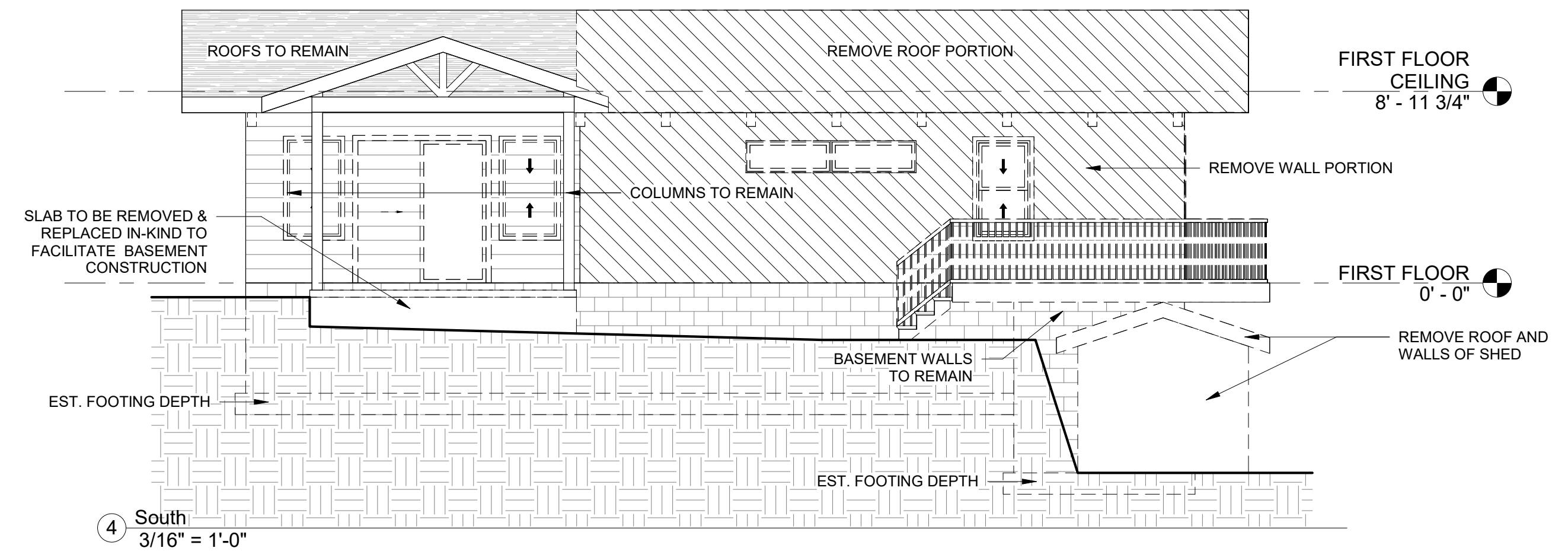
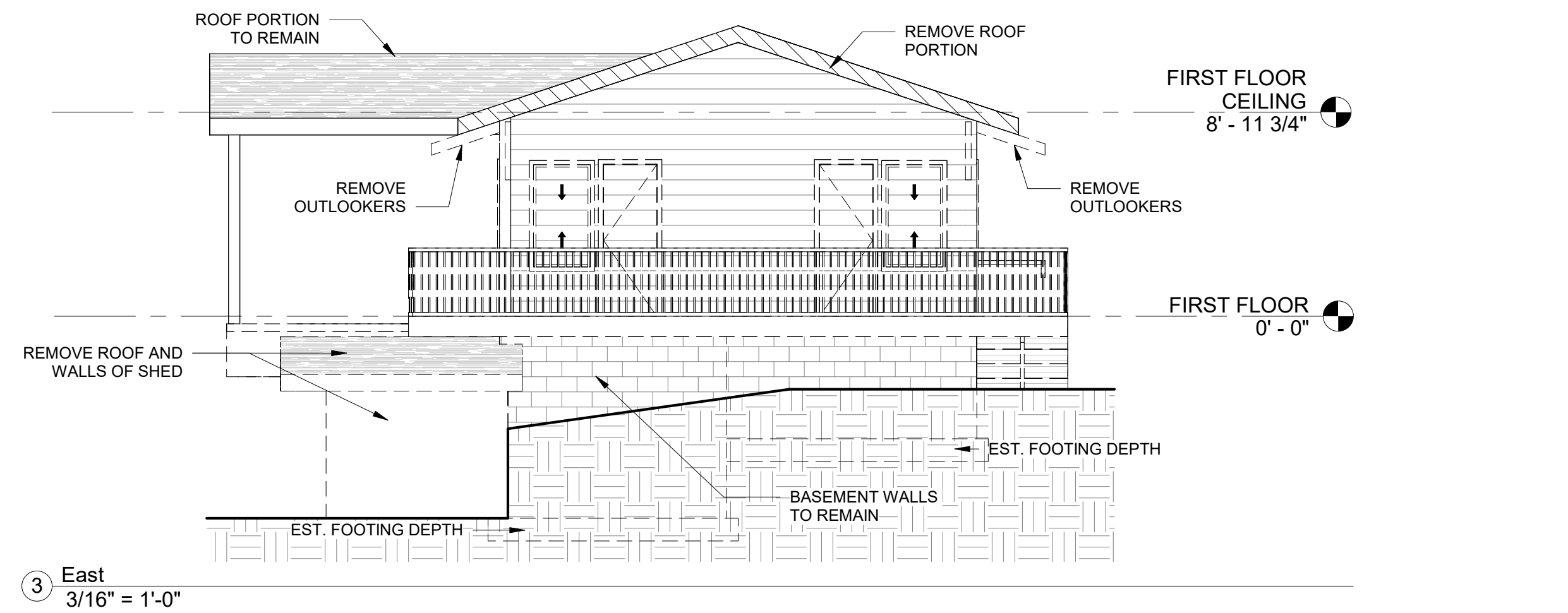
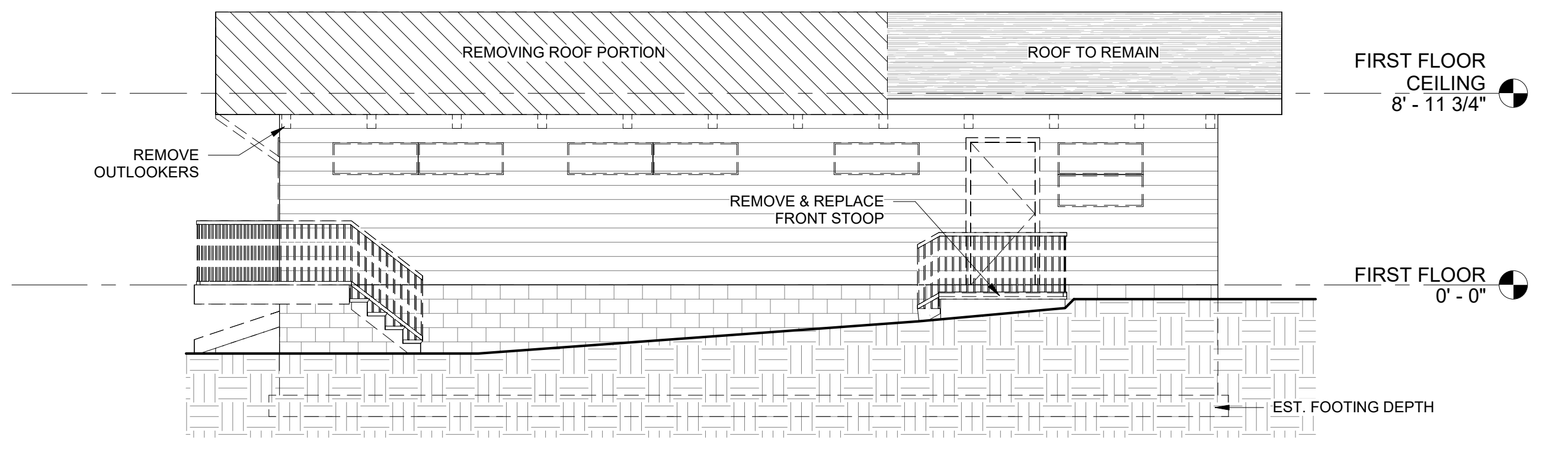
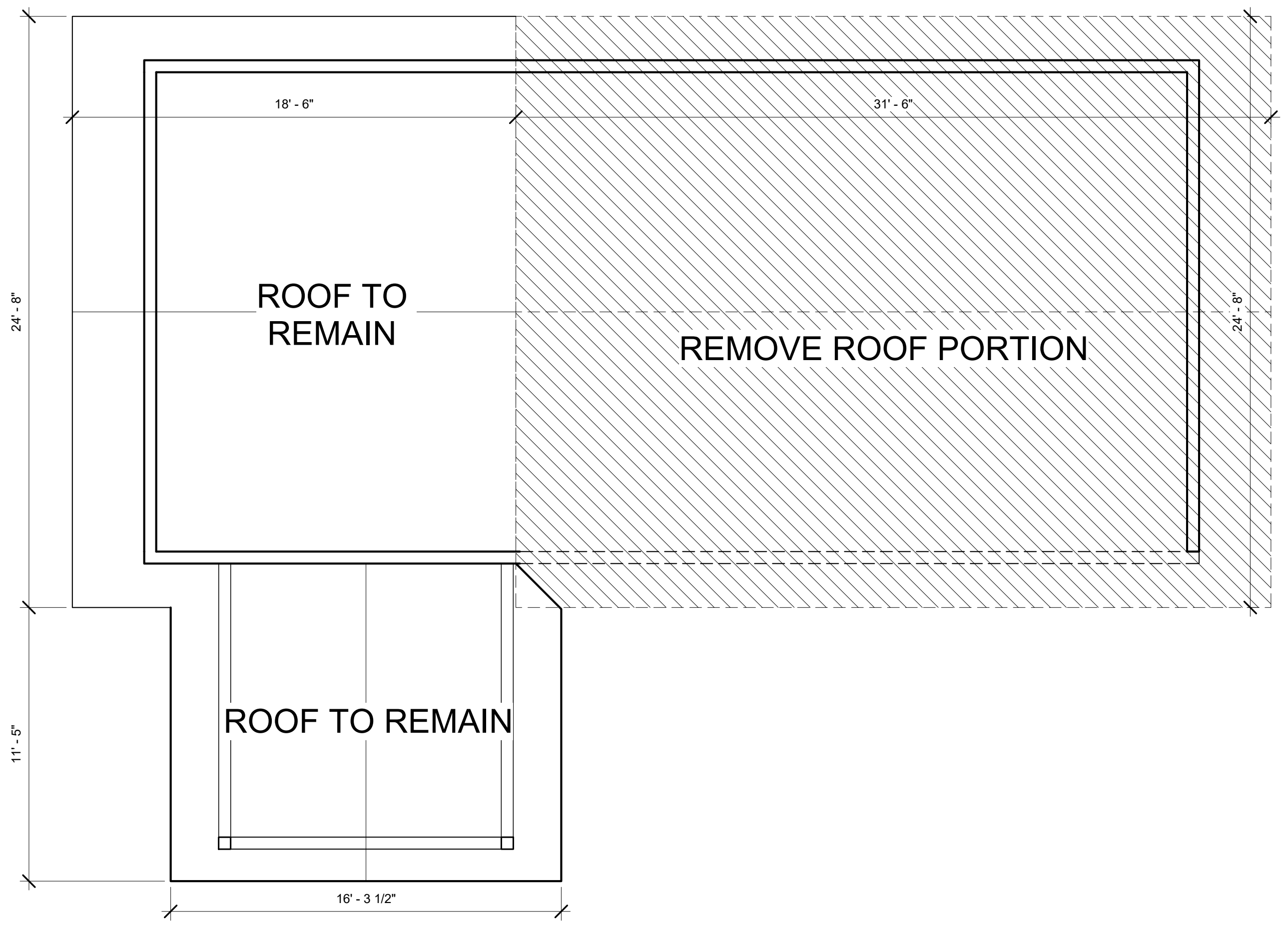
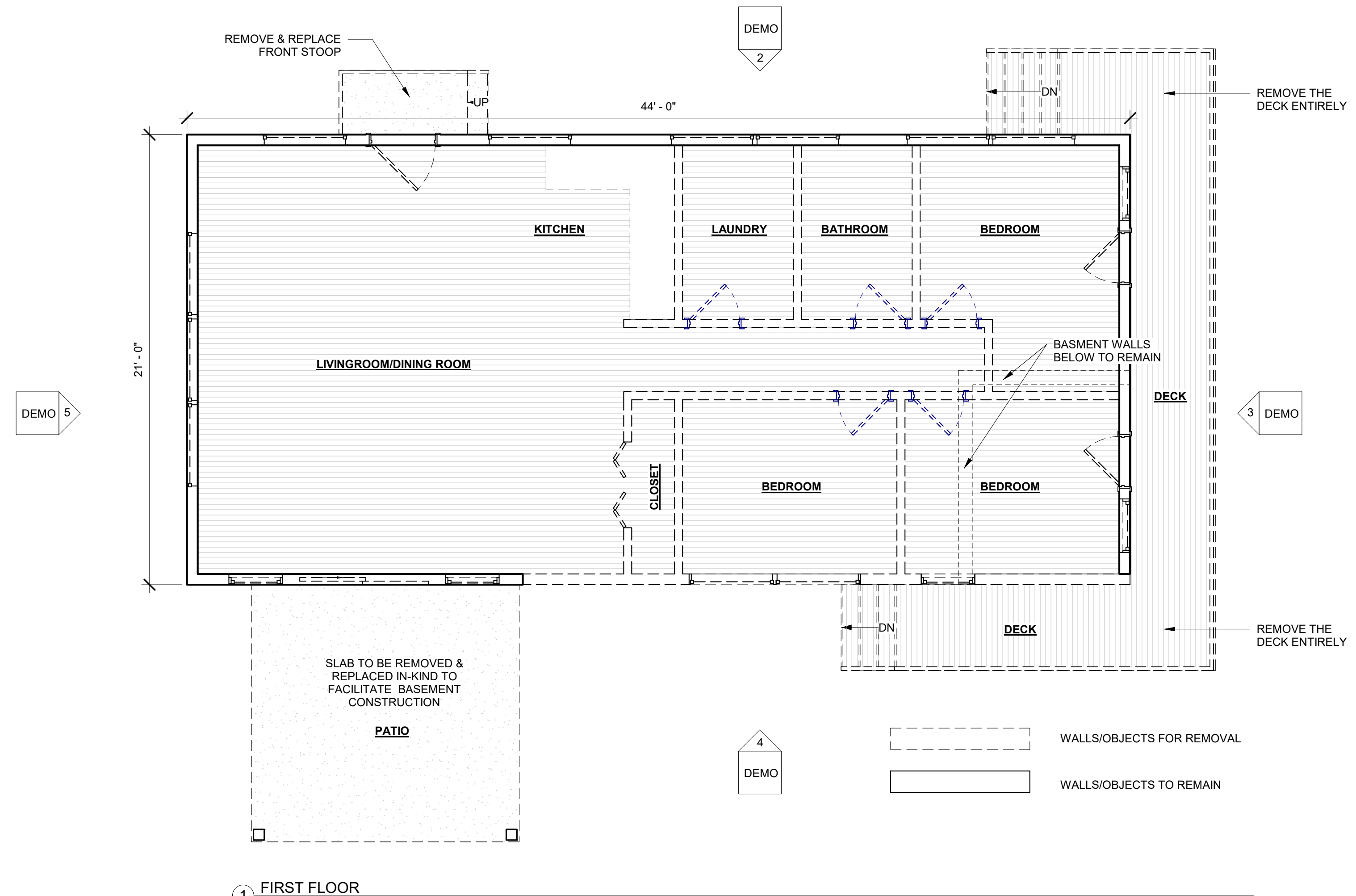
DATE: 05/18/2022

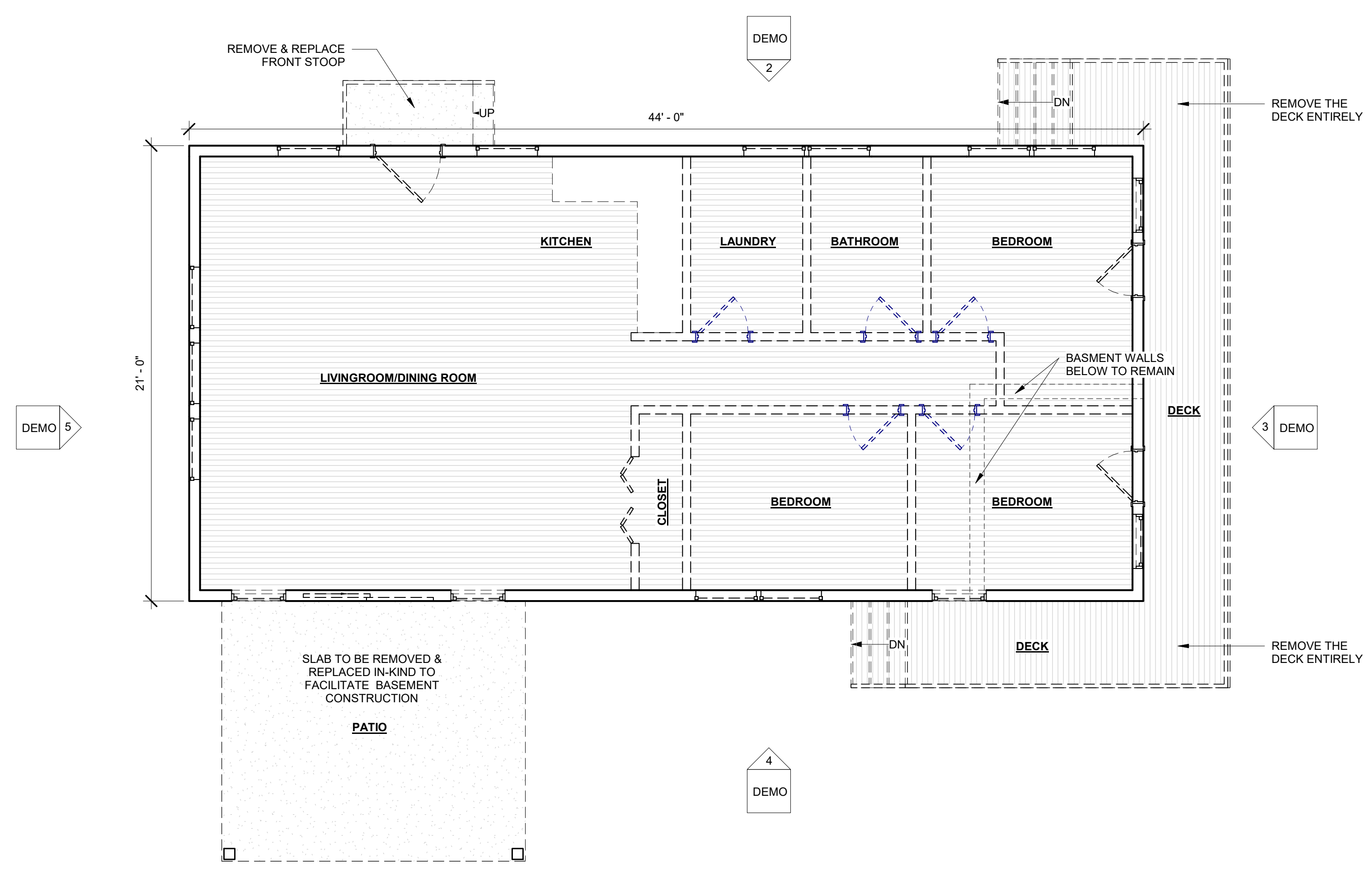
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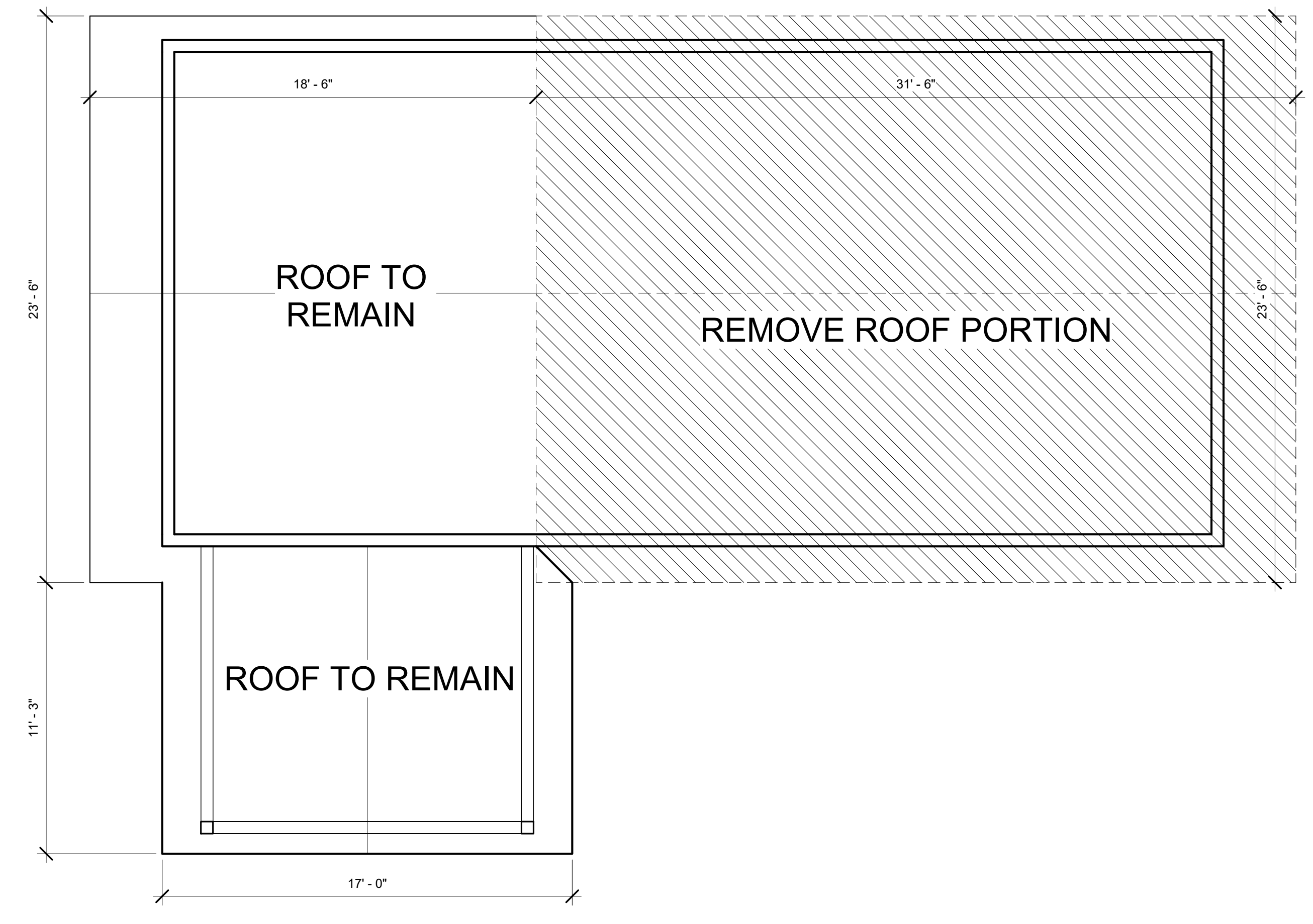
SHEET NUMBER:

DEMO

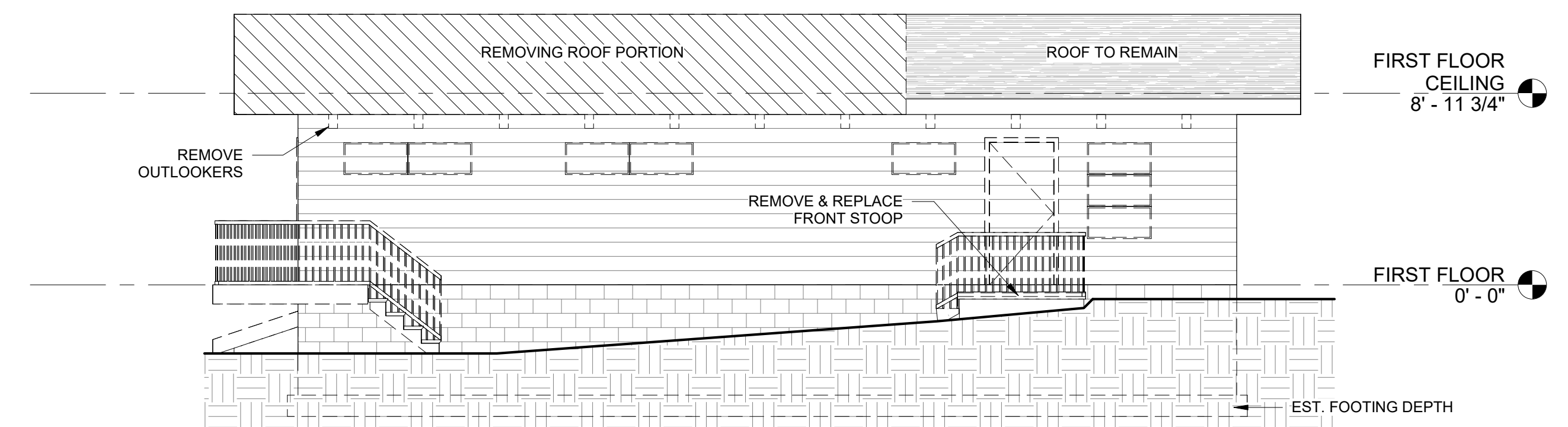




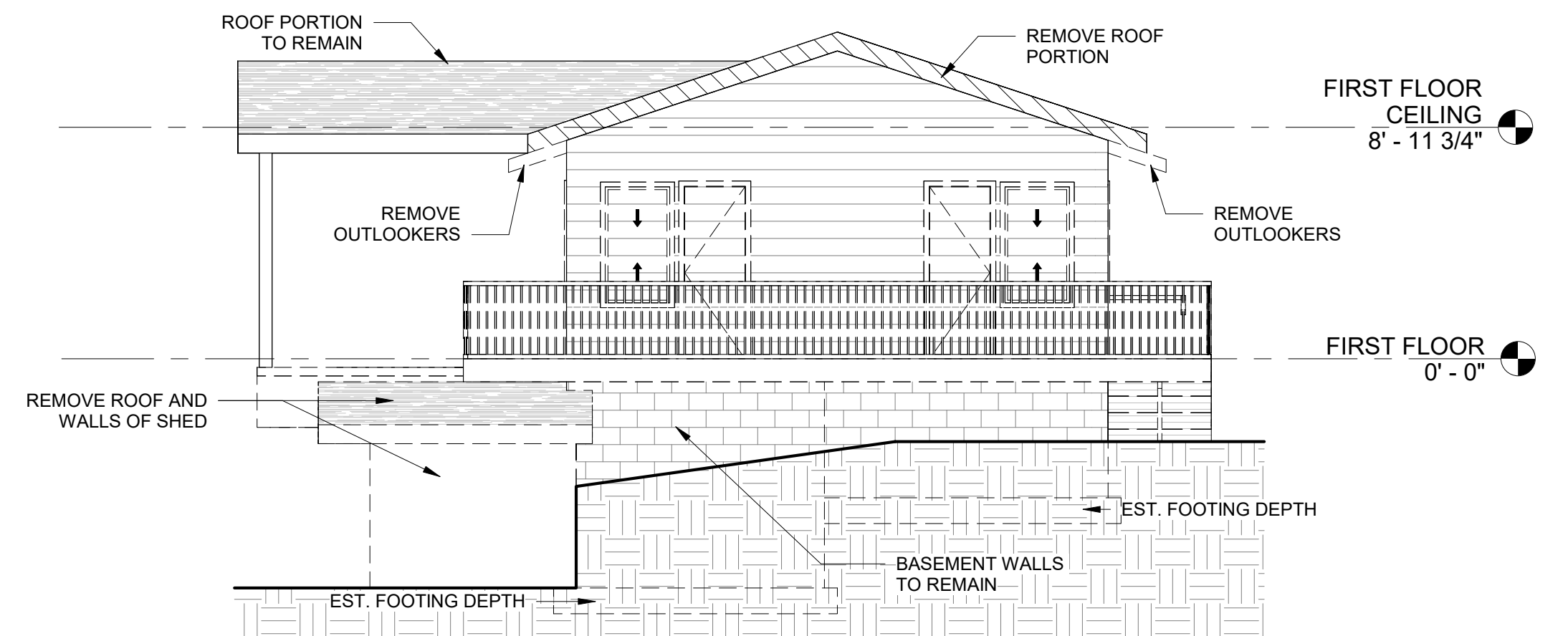
① FIRST FLOOR
1/4" = 1'-0"



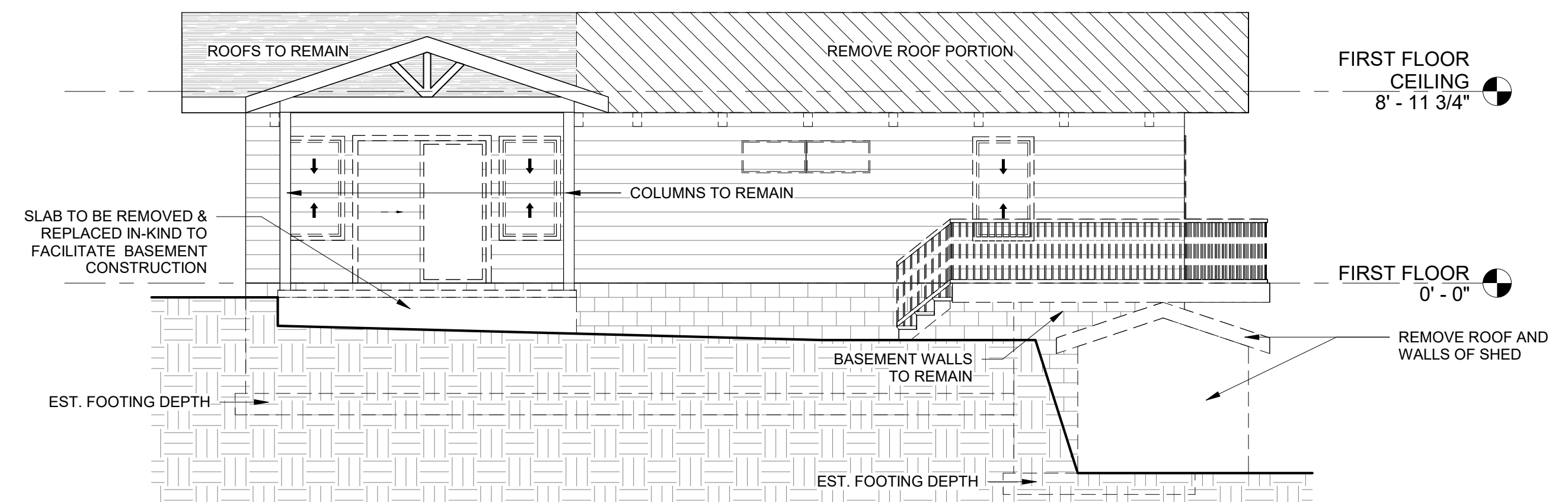
⑥ REFLECTED CEILING PLAN
1/4" = 1'-0"



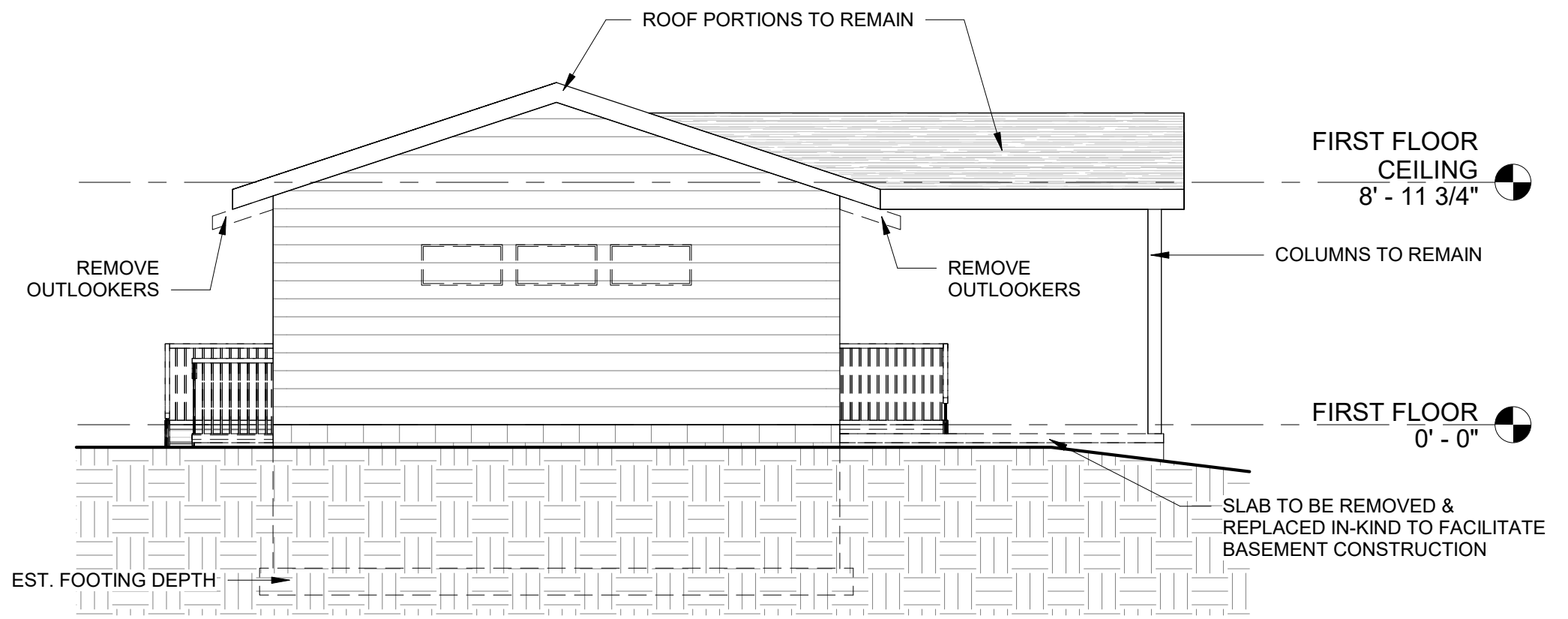
② North
3/16" = 1'-0"



③ East
3/16" = 1'-0"



④ South
3/16" = 1'-0"



⑤ West
3/16" = 1'-0"

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REVISION NUMBER	REVISION DATE

SCALE: As Indicated
DATE: 05/09/2022
DRAWN BY: MLK
PROJECT NUMBER: 22-115

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 _____

+++++

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 Eugene & Sonya Sutton
Chautauqua Address 33 Scott Ave., Chautauqua
Permanent Address 3131 Worthington St. NW Washington, DC 20015
Owner's Phone # _____ Owner's Cell # 202-487-8625
Owner's e-mail sonyasutton619@gmail.com

B) Construction Site House Number 33 Scott / Unit # _____

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

D) Prime Contractor / CM (Names, Phone Numbers, e-mail address) Alexander Construction Co.
8518 Westlake Rd. Westfield, NY 14787, 716-232-4241 alexander.construction.200@yahoo.com
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: (X) Interior Structural Alterations (X) Demolition (INTERIOR)
(X) Driveways/Walks/Patios (X) Foundation work (X) Window changes/replacements
(X) Porches/Decks/Patios/Pergolas/Balconies (X) Site Features or change of grade
() New Construction () Exterior HVAC/ Mechanical Units (X) Roofs
() New Awnings (X) Additions () Reconstruction (X) Renovation
() Garage () Other _____

E.2) Description of Work (Attach additional sheets and/or drawings if available):
Please see attached drawing set.

F) Date Work Is Expected To Begin Fall 2022 To Finish By June 2023

G) Selected historic preservation classification: (See 4.12 in Regulations)

() Preservation () Reconstruction () Rehabilitation () Restoration

H) Proposed Materials: (plastic, vinyl are prohibited) wood frame construction w/ 8" horizontal siding to recall/math existing, white "outlookers" & trim to match exist., comp shingles, multi-pane windows

I) Identify the industry recognized architectural style: mid-century modern

J) Identify tree disturbances (within canopy) and/or proposed removals: refer to site drawings

K) Describe how site drainage during construction and after construction will be managed in compliance with Regulations (attach drawings if necessary): refer to site drawings

L) Describe how you will manage legal off-street parking on the project site: single family house currently has (1) one approved parking space.

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: 60'-0" Lot Area: 3000 SF Floor/Area Ratio: .942

Impervious Surface Ratio: .823 refer to site drawings

O) Height to Eave: 18'-11" Height to Highest Ridge/Point: 25'-0"

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)

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	

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

Chautauqua Institution Security:

Joe Gerace	Chief of Police	716-357-6225
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Town of Chautauqua:

Jeff Paddock	Code Enforcement Officer	716-753-3433
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Other:

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

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:

DW Hamrick, Owners Agent
Property Owner's Signature ***

5/10/2022
Date

[Signature]
Prime Contractor / CM's Signature

5/9/2022
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.