

HISTORIC PROPERTY HARDSHIP MODIFICATION APPLICATION

Part 1. Application Notes

A Historic Property Hardship Modification applies to a landmark or property within a historic district for the following types of applications:

- a. Applications to demolish, remove, or relocate a designated landmark or a contributing structure in a historic district. The only exception is if the Department of Buildings and Regulatory Compliance determines in writing that the building presents an imminent threat to the public health, safety, or welfare.
- b. Applications to seek relief from a denied Major Certificate of Appropriateness. It is required for all applications for permits involving any exterior alteration, restoration, reconstruction, demolition, new construction or moving of a landmark or a property within an historic district.

Note: This application must be accompanied by an analysis prepared by an appraiser, historic preservation specialist, or architect or engineer with expertise in historic preservation. This analysis must clearly present evidence of an economic hardship or practical difficulty in meeting the requirements of Section 375-2(F)(1): Historic Resources Overlay zone district.

Note: A pre-application meeting is available upon request prior to submitting this application.

Part 2. Property Information

Project Address:	Tax ID Number:
Date of Property Acquisition:	Purchase Price:
Date Building Constructed:	Built-As Use:
Current or Most Recent Use(s):	Zoning District:
Name of Landmark or Historic District:	

Part 3. Demolition Information (if not a demolition, skip to Part 4)

Describe how and for what purposes the proposed was acquired, and the condition of the property upon acquisition:

Describe the reasons for the proposed demolition:

Describe what options have been explored for reuse of the property and/or previous efforts to restore the building:

Describe any approved or imminent plans for redevelopment of the property:

Part 4. Alteration Information (if a demolition, skip to Part 5)

Detail the nature and extent of the proposed alterations:

Indicate which sections in the Historic Resources Overlay District [Section 375-2(F)(1)] are requested to be waived or modified and the extent of the waiver or modification:

Describe how compliance with the aforementioned provisions would derive the property owner of a reasonable return on investment in the property should those provisions be applied in this circumstance:

Describe the uniqueness of the request and why these circumstances do not or cannot apply to similarly situated properties:

Detail any or all alternative considered as a part of this evaluation:

Part 5. Submittal Requirement Checklist

	Required Document	Electronic Copies	Electronic Submission (.pdf) (Required Document Name)
A. Required for All Historic Hardship Modification Applications			
<input type="checkbox"/>	Master Application	1	Master Application
<input type="checkbox"/>	Historic Property Hardship Modification Application	1	HPH
<input type="checkbox"/>	Property Deed	1	Deed
<input type="checkbox"/>	Color photographs of the property in context with surrounding properties	1	Photos
<input type="checkbox"/>	Financial evidence demonstrating a lack of a reasonable return and indicating the current annual financial return (income or personal benefit) derived from property in question	1	Financial
<input type="checkbox"/>	Stabilization and/or repair cost estimate	1	Estimate
B. Required for all Applications not involving Demolition			
<input type="checkbox"/>	Copy of Certificate of Appropriateness Denial	1	COA Denial
<input type="checkbox"/>	Materials sample sheet showing color type, manufacturer, and item number of new materials being proposed	1	Material Sample
C. Voluntary of Upon Request			
<input type="checkbox"/>	Short or Full Environmental Assessment Form as required by SEQR	1	Short or Full EAF
<input type="checkbox"/>	Plans for protection or repair of adjacent buildings	1	Protection Plan
<input type="checkbox"/>	Engineer's Report	1	Engineer's Report
<input type="checkbox"/>	Building Department Condemnation Letter or Code report	1	BRC Report
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	1	[Document Name]
Electronic document submissions shall be sent via email to hrc@albanyny.gov , USB Flash Drive, or by another medium approved by the City of Albany Planning Staff. CD and DVD submissions are not accepted.			