

**ADDITIONAL SUGGESTIONS**

- Review the Historic Review Ordinance and the Historic District Design Guidelines when planning your project.
- Do **NOT** order or buy materials for your project or begin construction without DRC approval. There is no guarantee that your project will be approved as proposed.
- Submit a complete application. Your review will go more smoothly.
- There are specific requirements for demolition in the Historic District. See Section 7.4.11 of the Zoning Ordinance.
- Failure to comply with the requirements of the Historic Review section is a violation of the Zoning Ordinance with penalties of \$50 - \$250 per day.

**HISTORIC PRESERVATION RESOURCES**

There are many different resources to assist you with the planning of your project.

Please visit the City of Saratoga Springs website at **www.saratoga-springs.org**. There you will find the Zoning Ordinance, Section 7.4 Historic Review.

The Design Review Commission webpage has links to a map of the Historic District, application materials, and Historic District Design Guidelines, which include:

- General Information
- Alternative Energy Systems
- Exterior Claddings
- New Construction
- Porches & Decks
- Roofs
- Signage
- Site Details & Streetscapes
- Windows & Doors

The staff of the Planning Department in City Hall is available to provide assistance and answer questions.

The Saratoga Springs Preservation Foundation maintains property files, has a number of historic preservation resources, and is available to assist you in planning your project. The Foundation often provides advisory opinions to the Design Review Commission on proposed projects.

Your project may be eligible for state and federal rehabilitation tax credits. For more information please visit [www.parks.ny.gov/shpo/tax-credit-programs/](http://www.parks.ny.gov/shpo/tax-credit-programs/).

Saratoga Springs has a number of experienced architects and builders who can design and construct historically compatible additions or improvements. You may want to seek assistance for your project from a design professional who is familiar with our local design review process.

The *Preservation Briefs* by the National Park Service provide guidance on preserving, rehabilitating and restoring historic buildings. They discuss issues and best practices on an extensive list of preservation topics, many of interest to Saratoga Springs property owners. [www.nps.gov/tps/how-to-preserve/briefs.htm](http://www.nps.gov/tps/how-to-preserve/briefs.htm)



Saratoga Springs  
Preservation Foundation



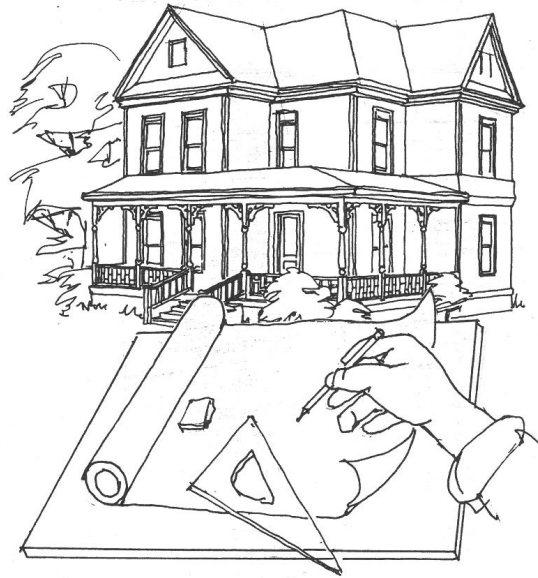
*This brochure is a collaborative effort of the  
City of Saratoga Springs Design Review Commission and  
the Saratoga Springs Preservation Foundation.*

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Saratoga Springs, NY 12866  
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Design Review Commission  
City of Saratoga Springs  
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474 Broadway  
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**WAIT!**  
**BEFORE YOU RENOVATE**



**BEFORE** You Start Exterior Work  
in the City of Saratoga Springs  
Historic District,  
Approval may be Necessary

This brochure contains important information about the City of Saratoga Springs Design Review Commission and the Historic Review Process.

*Please retain for future reference.*

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WELCOME

Preserving the unique architectural character of Saratoga Springs is important to the economic prosperity of the city because it attracts visitors, residents, and businesses.

In 1977, the City of Saratoga Springs enacted a local historic preservation ordinance to protect buildings and neighborhoods of special historic and architectural character from destruction, inappropriate rehabilitation, and incompatible new construction.

WHAT ARE MY RESPONSIBILITIES AS THE OWNER OF A PROPERTY IN THE CITY’S HISTORIC DISTRICT?

A property owner, lessee, or purchaser under contract seeking to make any *exterior* changes, erect a sign, build or demolish a structure in the Local Historic District is required to receive approval by the City of Saratoga Springs Design Review Commission **PRIOR** to starting construction. You are responsible for preserving the historic character of your structure, which in turn preserves the historic integrity of your neighborhood. To confirm if your property is located in a Historic District, please visit the map at [www.saratoga-springs.org](http://www.saratoga-springs.org) or call (518) 587-3550.

WHAT IS THE DESIGN REVIEW COMMISSION?

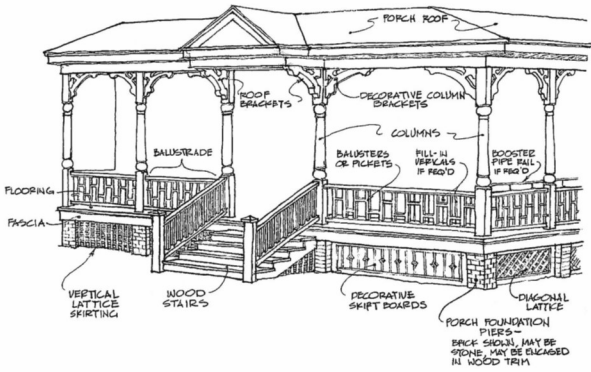
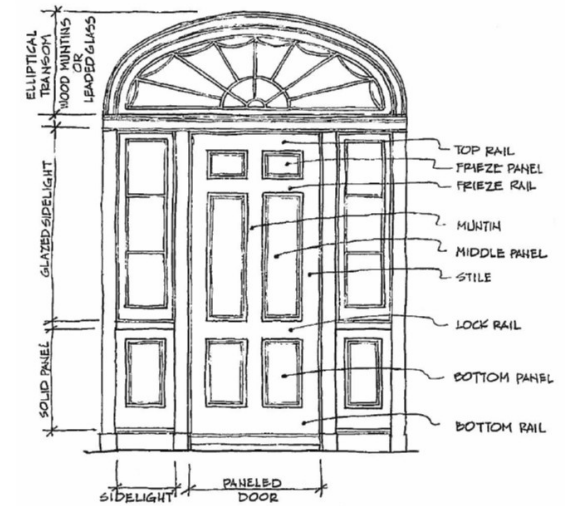
The Design Review Commission (DRC) is comprised of seven volunteer members, appointed by the Mayor, with demonstrated experience in historic preservation, architectural development and local history. The DRC reviews exterior changes, new construction, and demolition within a Historic District to preserve the architectural character of historic buildings and neighborhoods. The DRC is charged with administering Section 7.4 Historic Review of the City of Saratoga Springs Zoning Ordinance. The DRC bases its review on mandatory standards outlined in the local ordinance and design guidelines, which are available at [www.saratoga-springs.org](http://www.saratoga-springs.org).

WHAT IS THE DESIGN REVIEW PROCESS?

The process begins with the submission of an application that includes photographs of existing conditions, construction plans/drawings, and material details. Applications must be submitted at least four weeks in advance of review. Once the application is deemed complete, the application is placed on the next available agenda of the DRC. The DRC meets on the first and third Wednesday of each month at City Hall in City Council Chambers. Applicants are encouraged to attend meetings.

WHAT CHANGES TO THE EXTERIOR OF MY PROPERTY **DO NOT REQUIRE** HISTORIC REVIEW?

- Ordinary maintenance or repair of any exterior feature that *does not* involve a change in design, material, or exterior appearance.
- Change of the color of your building, *unless it is located within a non-residential Zoning District*.
- Installation of freestanding objects such as play equipment, a flagpole, or sculpture.
- Interior work that does not involve any change to the exterior.

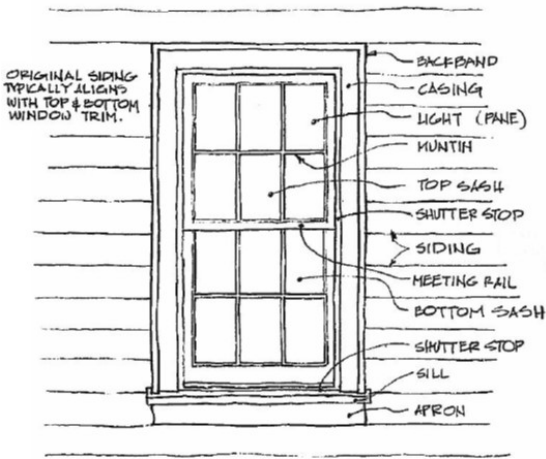


WHAT CHANGES TO THE EXTERIOR OF MY PROPERTY **DO REQUIRE** HISTORIC REVIEW?

- Construction, rehabilitation, alteration or exterior change to a structure that *requires the issuance of a building or demolition permit*.
- Installation or modification of an awning, sign, or sign structure that requires a building or sign permit.
- **ANY** material change to the exterior appearance of a structure. Such changes affect the historic character-defining features and context of the Historic District. Those changes include:
  - Addition or removal of exterior architectural features;
  - Installation, removal or change of materials on exterior building elements including but not limited to roof, siding, windows, doors, porches, and the like;
  - Enclosure or screening of building openings;
  - Installation, removal or change in material of driveways or walkways;
  - Installation or removal of architectural or vegetative screening that exceeds three feet in height.

GOOD PRESERVATION PRACTICES ARE ENCOURAGED

- Preserve rather than remove features of your property that contribute to its historic integrity.
- Repair rather than replace. If replacement is necessary, the replacement materials should match the original in composition, design, color, texture and other visual qualities.
- Replacement of wood siding, shingles, and details with synthetic materials is discouraged.
- Replacement windows should match original windows in terms of design, materials, the number of divided lights, size of the opening and placement in the plane of the building. Where original examples are not available, replacements should reflect a design appropriate to the style and period of the structure.
- Additions should be compatible with the existing structure and the surrounding Historic District, distinguishable as an addition, and not overshadow the existing historic structure.



Illustrations: Historic District Design Guidelines  
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