

## **Application for Approval of Plans in the Town of Berne Historic District**

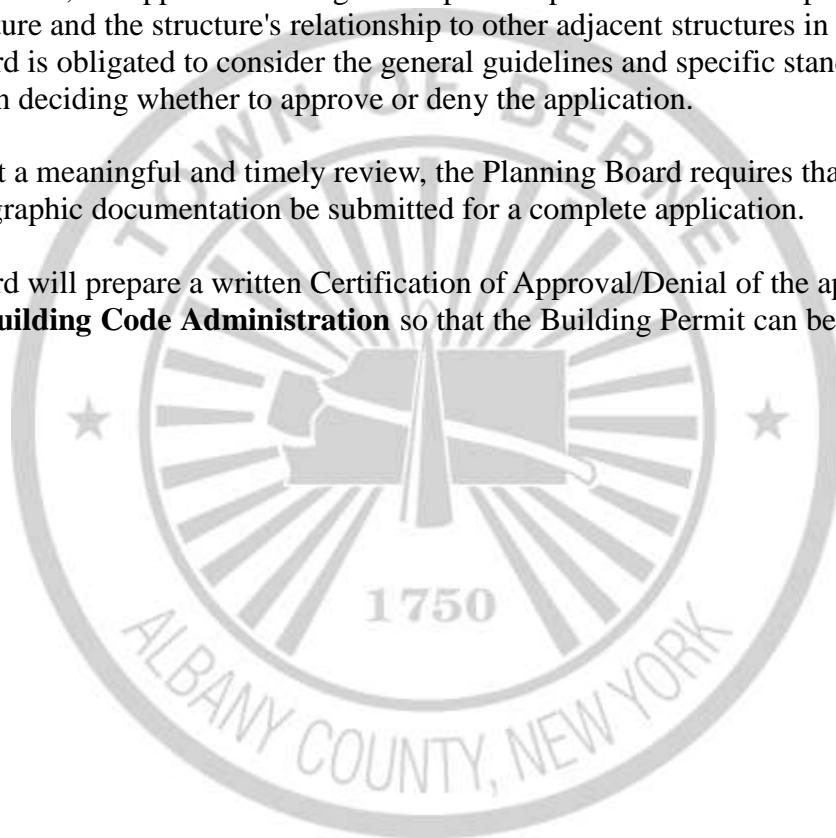
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**§190-21(C.) of the Town of Berne Code authorizes the Berne Town Planning Board to review and approve plans for the construction, alteration, repair, or demolition of structures or the moving of structures in the Town approved Historic District before a building permit can be issued by the Building Code Administration for such work. Planning Board review is limited to exterior features of a structure and shall not consider interior arrangements. This regulation can be found at <https://ecode360.com/8990583>**

Under these regulations, the applicant is obligated to provide plans that show the proposed work affecting the structure and the structure's relationship to other adjacent structures in the Historic District. The Planning Board is obligated to consider the general guidelines and specific standards contained in these regulations in deciding whether to approve or deny the application.

In order to conduct a meaningful and timely review, the Planning Board requires that certain plans and written and photographic documentation be submitted for a complete application.

The Planning Board will prepare a written Certification of Approval/Denial of the application and will provide it to the **Building Code Administration** so that the Building Permit can be approved or denied.



**All of the following information must be submitted to the Planning Board Secretary at the Berne Town Hall at least 14 days prior to the next regular Planning Board meeting in order for it to be placed on the Planning Board's agenda for discussion and action. The Owner or Applicant shall be at the meeting to discuss the application.**

**Please PRINT the following information:**

**Current Property Owner(s):**

**Name(s):** \_\_\_\_\_ **Street:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Applicant (if different from owners):**

**Name:** \_\_\_\_\_ **Street:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Subject Property:**

**Street Address:** \_\_\_\_\_

**Parcel ID #:** Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**Describe in detail all of the specific proposed activities to construct, alter, repair, demolish, or move structures on the subject property (*use additional sheets if necessary*):**

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**What is the desired date for the start of the proposed activities described above?**

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**REQUIRED ATTACHMENTS: Provide and label the following information as appropriate to the proposed activities:**

**ATTACHMENT A – Photographs**

Provide hard copy or digital photos of the following:

1. A photo taken from the street view directly in front of the structure that shows the current front facade, including the roofline and both side yards.
2. Photos taken of each side and the back of the house that show both the ground line and the roofline.
3. A photo taken from a distance such that it shows the subject structure's and nearby structures, if present, on the adjacent lots.

Affix the photos to sheets of paper and below each photo, describe the orientation of the photo to the subject building (e.g., “street view of front commercial building facade”, “rear view of residential building”, “front view of residential building showing nearby buildings on adjacent lots”). Label the first sheet as “ATTACHMENT A” and number the pages of photos sequentially (e.g., “1 of 3”, “2 of 3”, etc.)

**ATTACHMENT B – Plans and Elevation Drawings**

1. Provide scaled plan drawings showing the existing footprint of all affected structures and all proposed change in footprint due to any additions or other exterior alterations (e.g., new or removed rooms, porches, decks, staircases).
2. Provide scaled elevation drawings of the affected structures showing a) any changes to the existing roofline, b) any additions to or removals of portions of the building, and c) adding, removing or relocating doors and windows.
3. If any structure is being moved, show a scaled plan of the new structure location, any additions to the structure, any new driveways or sidewalks associated with access to the structure, and any grading, retaining walls, landscaping or other site development at the new location. On a scaled plan, show the site of the original structure location and how that site will be regraded, landscaped or otherwise converted to another use.

Label the plan and elevation drawings as “ATTACHMENT B”

**ATTACHMENT C**

On a separate sheet, provide a detailed list and description of the proposed types, sizes, and colors of all finished exterior building materials including but not limited to: roofing, siding, stairs, decking columns, railings, windows, doors and light fixtures.

**ATTACHMENT D**

Provide a copy of the receipt that the required application fee has been paid.

***Note: Your application will not be accepted as complete and will not be put on the Planning Board's regular monthly meeting agenda unless it includes all of the above attachments and the fees are paid.***

**Signature(s) of all current Building Owner(s) (required):**

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

\_\_\_\_\_  
\_\_\_\_\_

**Signature of Applicant (required if different than the land owners):**

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

\_\_\_\_\_  
\_\_\_\_\_



**HISTORIC DISTRICT APPROVAL FEES - ATTACHMENT D**

**Town of Berne  
Historic District Approval Fee Receipt**

Name of Current Landowners: \_\_\_\_\_

Name of Applicant (if different from Landowners): \_\_\_\_\_

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

Parcel ID #: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**FILING FEE: \$10.00  
APPLICATION FEE: \$50.00**

**TOTAL DUE: \$60.00 *at the time the application is submitted***

**Name of Person Paying the fees:** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_ **Check #** \_\_\_\_\_

**Payment Received By:**

**Town Clerk** \_\_\_\_\_

**Planning Board Secretary** \_\_\_\_\_

**Building Code Administration** \_\_\_\_\_ **IPS #** \_\_\_\_\_

*Note: The above Town employee accepting the application at Berne Town Hall will review the application package to see if all of the required attachments are with the completed application form. The application should not be accepted unless the fee is paid.*

*The Town employee receiving the payment shall note the date received and Check # on this ATTACHMENT D form.*

*A photocopy of this form will be then be made and furnished to the applicant as a disclosure of fees due and as a receipt of payment made.*

**Town of Berne  
Planning Board Certification of Approval or Denial  
of Proposed Plans in the Berne Historic District**

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*(To be completed by the Berne Planning Board and a signed copy transmitted to the Building Code Administration by the Planning Board Secretary)*

Name of Current Landowners: \_\_\_\_\_

Name of Applicant (if different from Landowners): \_\_\_\_\_

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

Parcel ID #: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Building Permit Application # \_\_\_\_\_

On \_\_\_\_\_ an application for a building permit was received by the **Building Code Administration**. The applicant was directed to complete the APPLICATION FOR APPROVAL OF PLANS IN THE BERNE HISTORIC DISTRICT. This complete application was received on \_\_\_\_\_ and reviewed by the Planning Board at its Meeting on \_\_\_\_\_. The Berne Planning Board voted to (*select one*):

**APPROVE THE APPLICATION \_\_\_\_\_**

*(select one)*

The Berne Planning Board approves the APPLICATION FOR APPROVAL OF PLANS IN THE BERNE HISTORIC DISTRICT as submitted.

*Or*

The Berne Planning Board approves the APPLICATION FOR APPROVAL OF PLANS IN THE BERNE HISTORIC DISTRICT subject to the following conditions: (*list*)

**DENY THE APPLICATION \_\_\_\_\_**

The Berne Planning Board denies the APPLICATION FOR APPROVAL OF PLANS IN THE BERNE HISTORIC DISTRICT as submitted. The reasons for denial are: (*list*)

\_\_\_\_\_  
Signature of Planning Board Chairperson (or Designee)

\_\_\_\_\_  
date