

****HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED****



CITY OF SARATOGA SPRINGS

DESIGN REVIEW BOARD

CITY HALL – 474 BROADWAY
SARATOGA SPRINGS, NEW YORK 12866-2296
Tel: 518-587-3550 x 2533
www.saratoga-springs.org

APPLICATION FOR: ARCHITECTURAL / HISTORIC REVIEW

[FOR OFFICE USE]

(Application #)

(Date received)

(Project Title)
Staff Review _____

APPLICANT(S)*

OWNER(S) (If not applicant)

ATTORNEY/AGENT

Name	_____	_____	_____
Address	_____	_____	_____
	_____	_____	_____
Phone	_____	_____	_____
Email	_____	_____	_____

Identify primary contact person: Applicant Owner Attorney/Agent

* An applicant must be the property owner, lessee, or one with an option to lease or purchase the property in question.

Applicant's interest in premises: Owner Lessee Under option to lease or purchase

PROPERTY INFORMATION

Property Address/Location: _____ Tax Parcel #: _____
(for example: 165.52 - 4 - 37)

Current Zoning District: _____

Type of Review: Architectural Historic Extension/modification(of current approval)

Summary description of proposed action: _____

Has a previous Sidewalk Café/Outdoor Dining DRB approval been granted? No Yes – date(s)? _____

App. No.(s)? _____

****A “complete” application consists of 1 hard copy (original), and 1 electronic copy of application & ALL other materials as required below:**

Sidewalk Café and Outdoor Dining:

- Color photographs showing site/exterior details of existing structures and adjacent properties
- Site plan – to-scale drawing of the area must be submitted indicating the following:
 - Dimensions of the property frontage
 - Dimensions from building face to edge of sidewalk and from the edge of sidewalk to the curb (or tree belt area). If on Private property, dimensions showing full extent of the area.
 - Dimensions of proposed sidewalk café or outdoor dining area, fencing or border included.
 - Location of all tables, chairs, barriers, planters, and other apparatus.
- Product literature or color photographs with specifications of all proposed furniture and materials.

Note:

- Any permanent signage shall be reviewed under a separate application
- Any future changes made to layout, materials, etc. must be reviewed and approved by the DRB.

Request for extension of current approval

- Identify date of original DRC approval: _____ Current expiration date: _____ Org. App. No. _____
- Describe why this extension is necessary and whether any significant changes have occurred either on the site or in the neighborhood.

SEQR Environmental Assessment Form

- Applicants proposing the following must complete "Part I" of the SEQR Short Environmental Assessment Form (available here: http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf):
 - Construction or expansion of a multi-family residential structure (4 units +)
 - Construction or expansion (exceeding 4,000 sq. ft. gross floor area) of a principal or accessory non-residential structure
 - Telecommunications facility, radio antennae, satellite dishes
 - Demolition

Disclosure

Does any City officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application?

- No Yes - If yes, a statement disclosing the name, residence, nature, and extent of this interest must be filed with this application.

Certification

I/we, the property owner(s), or purchaser(s)/lessee(s) under contract, of the land in question, hereby request an appearance before the Design Review Commission.

By the signature(s) attached hereto, I/we certify that the information provided within this application and accompanying documentation is, to the best of my/our knowledge, true and accurate. I/we further understand that intentionally providing false or misleading information is grounds for immediate denial of this application.

I/we hereby authorize the members of the Design Review Commission and designated City staff to enter the property associated with this application for purposes of conducting any necessary site inspections relating to this application.

Furthermore, I/we agree to meet all requirements under Article VII for Historic Review or Article VIII for Architectural Review of the Zoning Code of the City of Saratoga Springs.

(applicant signature)

Date: _____

(applicant signature)

Date: _____

If applicant is not the currently the owner of the property, the current owner must also sign.

Owner Signature: _____

Date: _____

Owner Signature: _____

Date: _____



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INSTRUCTIONS

ARCHITECTURAL / HISTORIC REVIEW

SIDEWALK CAFÉ and OUTDOOR DINING

1. **ELIGIBILITY:** An applicant to the Design Review Board for Architectural Review or Historic Review must be the property owner(s) or lessee, or have an option to lease or purchase the property in question.
2. **COMPLETE SUBMISSIONS:** Applicants are encouraged to work with City staff to ensure that an application is complete. The DRB will only consider properly completed applications that contain 1 original and 1 digital version of the application and ALL other required materials as indicated on the application.
HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED!!

3. **ACTIONS REQUIRING REVIEW:** ALL sidewalk cafes and outdoor dining areas in the Architectural or Historic Review Districts are subject to review, regardless if on public or private property.

Note: Ordinary maintenance or repair that does not involve a change in material, design, or out appearance is exempt from review.

4. **DECISIONS:** The Design Review Commission may approve, approve with conditions, or disapprove an application. The DRC may impose appropriate conditions and safeguards in connection with its approval including nature/quality of materials, manner of construction, and design. An applicant may appeal a denied DRC application on the grounds of hardship.

Application approvals shall expire within 18 months of the filing date unless the project has sufficiently commenced (i.e. building/demolition permits obtained and construction/alteration begun). Applicants may request up to 2 extensions if requested before expiration date of prior approval.

5. **AGENDA DATE:** For 2023 ONLY – A special meeting to review Outdoor Dining applications only will be held on **Wednesday, March 8, 2023**. Any application not heard at this meeting will be placed on a subsequent regularly scheduled DRB agenda.

Check City's website (www.saratoga-springs.org) for meeting dates. Applications are placed on an agenda on first-come, first-served basis as determined by the completeness of the application.

6. **APPLICATION FEE (NON-REFUNDABLE):** Make checks payable to the "Commissioner of Finance".

2023 Sidewalk Café and Outdoor Dining Fee - \$150

City of Saratoga Springs Design Guidelines for Temporary Outdoor Dining

LOCATION:

Outdoor dining space should not obscure, damage or destroy the features of the building or the streetscape. Outdoor dining design elements should stand independently of the building facade. In the event that design elements cannot stand independently, **any attachments to the facade should be made in such a manner that, if removed in the future, the building facade would not be irreparably damaged.**

MATERIALS:

In designing outdoor space, the use of artificial materials, such as plastic and vinyl, are to be avoided at all costs. **Natural materials, namely metal or wood are to be used** instead. The materials and details should be similar to, or complement, the building itself.

DEMARCATIION:

1. **Railings** - If used for demarcation, railings should be made of metal (or natural wood) and should complement the building.
2. **Sectional Fencing** - Fabric Inserts, if used, should be framed out. Post and Stanchions may be used for demarcation. Solid sheet fencing is prohibited.
3. **Planters** - Potted plants and/or planters are encouraged.

SCREENING:

Potted plants and/or planters are encouraged. A green wall (lattice with plants growing through it), if used, should incorporate live plants. A square lattice pattern is preferred over a diagonal pattern. **Plastic or artificial plantings and flowers are not acceptable.**

SKIRTING/LATTICE:

In the event that an elevated platform or deck is necessary, it would require skirting to screen the space beneath the structure. If lattice is used for skirting it should be placed in a frame. A square lattice pattern is preferred over a diagonal pattern. The use of natural materials for lattice or skirting boards (wood) is encouraged. **Vinyl and plastic are not acceptable** and not in keeping with the City's historic district design standards.

FLOOR SURFACES/FOOTING:

Resurfacing is discouraged. Existing surfaces - pavement or grass - should be maintained and incorporated into your space. If resurfacing is unavoidable, new surfaces should be made of natural materials. **Under no circumstances will surfaces be constructed of carpeting, artificial turf, vinyl or plastic.**

TABLES AND CHAIRS:

Tables and chairs must be constructed of durable materials and properly maintained. **Metal is the preferred material** and small tables are encouraged as they provide more layout flexibility. Plastic tables and picnic tables are not acceptable and not in keeping with the City's historic design standards.

UMBRELLAS:

Umbrellas should be solid in color. **Umbrellas must not contain or display any advertising except for the name and/or logo of the business.** Umbrella color and design shall coordinate with the design of the building or business and be compatible with the sidewalk cafe furniture.

BARRIERS:

The cement barriers placed by the City are not to be decorated with paint other than brick red [e.g. Pantone #8C373E, RGB (140, 55, 62)] with grey/white lines simulating mortar and a traditional brick pattern.

KEY POINTS: Natural materials (metal/wood) should always be used in the City's Historic Districts. Plastic, vinyl, artificial plantings and artificial floor surfaces are not acceptable.