

**CITY OF CORTLAND'S
HISTORIC DISTRICT COMMISSION
MODIFICATION APPLICATION FORM**
For changes in the Historic District

Applicant: _____ Phone: _____ Date: _____
Applicant's Address: _____
Applicant's Business Name: _____
Proposed Project: ___ Signage ___ façade change ___ landscaping ___ Other : _____
Project Address: _____
Property owner's name if different: _____ Phone: _____
Owner's address: _____

Proposed Modification:
(Follow the Application Guideline form when preparing your proposal)

Reason for Modification:

Are any variances or other zoning permits required and if so, explain:

ANY WORK APPROVED BY THE HISTORIC COMMISSION MAY NOT BEGIN UNTIL THE APPLICANT HAS SIGNED AN ACCEPTANCE TO THE PROPOSED CONDITIONS (THE HISTORIC COMMISSION DECISION FORM). SUCH AN ACCEPTANCE SHALL BE DELIVERED TO THE ZONING OFFICER BEFORE THE COMMENCEMENT OF WORK AND BUILDING PERMIT BEING ISSUED IF APPLICABLE AND/ OR DISPLAYING OF ANY SIGNAGE.

Signature of applicant: _____ Date: _____

The property owner must be present if the proposed application houses more than one business.

The APPLICATION GUIDELINE SHEET MUST be complied with in full. Applications must be submitted to the City Clerk's Office. Check the MEETING AND SUBMISSION DATES on line. Application must include fee an original plus 1 electronic copy of application, each of survey map and any supporting documentation.