

**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)**

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**Reason for Modification:**

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

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***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.**

**In reviewing applications for sign or façade change, the APPLICATION GUIDELINE SHEET MUST be complied with in full. A total of nine (9) copies, one (1) original and eight (8) copies must be submitted. Applications must be submitted to the City Clerk's Office ten (10) days prior to the Historic Commission meeting date.**