

# TOWN OF PITTSFORD

SETTLED 1789

11 SOUTH MAIN STREET, PITTSFORD, NY 14534  
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## **Important information for Design Review and Historic Preservation Board**

1. Design Review and Historic Preservation Board meetings occur on the second and fourth Thursday of every month.
2. The deadline for Design Review is the first and third Wednesday of every month by 5:00 PM.
3. Design Review and Historic Preservation meetings are held in the lower level meeting room at Town Hall, 11 South Main Street. The meeting begins at 6:45 PM and application review starts around 7:00 PM. Parking is available on street and in the parking lot behind the building. Entrances are located to the left of the main door on South Main Street and at the rear of the building.
4. Agendas for the Design Review and Historic Preservation Board will be posted on the Town website at [www.townofpittsford.org](http://www.townofpittsford.org) by 5:00 PM the Friday prior to the Design Review and Historic Preservation meeting.
5. Representation at the meeting by the homeowner, contractor, architect or individual familiar with the project is strongly recommended.
6. Homes which are designated historic by the Town of Pittsford may require a Certificate of Appropriateness for exterior changes. A Certificate of Appropriateness requires a separate application and has a different deadline.
7. Applicants receiving project approval by the Design Review Board will be contacted by the Building Department when their permit is ready to be picked up. The Building Permit process may take up to two week so please plan accordingly. Payment will only be accepted at the time of pickup.