

Office Use ONLY



Application Received: In Person \_\_\_ By Mail \_\_\_ By Email \_\_\_ Date \_\_\_\_\_  
 Request Investigated by \_\_\_\_\_ Date \_\_\_\_\_  
 Permit Approved: ( ) YES ( ) NO Date \_\_\_\_\_  
 Recommend to ARB: ( ) YES ( ) NO Date \_\_\_\_\_  
 ARB Approval: ( ) YES ( ) NO Date \_\_\_\_\_  
 Permit Issued By \_\_\_\_\_ Permit Number \_\_\_\_\_ Date \_\_\_\_\_  
 Other Notes \_\_\_\_\_

**Website link:** [www.chq.org/construction-resources](http://www.chq.org/construction-resources)

**ARCHITECTURAL AND LAND USE COMPLIANCE CERTIFICATE APPLICATION**

Chautauqua Institution has specific regulations for ALL construction, landscaping, and use of properties on the grounds. **All construction work** (except routine maintenance; interior finishes, non-structural interior alterations; kitchen/bath alterations; interior mechanical systems; exterior painting) **must first be reviewed and approved by the Administrator of Architectural and Land Use Regulations prior to starting work on-site.** (See Compliance Process Matrix 6.3 in the Architectural and Land Use Regulations). A current, valid Compliance Certificate issued by Chautauqua Institution’s Office of Campus Planning **MUST BE POSTED** on the site for the duration of the approved project work. A Town of Chautauqua Building Permit may also be required for the project, depending on the scope of work.

**PLEASE FILL IN THE FOLLOWING INFORMATION:**

- A) Property Owner’s Name \_\_\_\_\_  
 Chautauqua Address \_\_\_\_\_  
 Permanent Address \_\_\_\_\_  
 Owner’s Phone # \_\_\_\_\_ Owner’s Cell # \_\_\_\_\_  
 Owner’s e-mail \_\_\_\_\_
- B) Construction Site House Number \_\_\_\_\_ Unit # \_\_\_\_\_
- C) CHQ District of Construction Site: ( ) Mixed Use Core ( ) Neighborhood Traditional  
 ( ) Neighborhood Suburban ( ) Miller Park ( ) Highlands  
 ( ) Garden District ( ) Woodlands ( ) Suburban Multi-Family
- D) Prime Contractor / Construction Manager (Names, Phone Numbers, E-mail address)  
 \_\_\_\_\_  
 Contractor Authorization Certificate # \_\_\_\_\_  
 Subcontractor (Names & Contact Information) \_\_\_\_\_  
 Contractor Authorization Certificate # \_\_\_\_\_  
 Subcontractor (Names & Contact Information) \_\_\_\_\_  
 Contractor Authorization Certificate # \_\_\_\_\_
- E.1) Type(s) of Work To Be Performed:( ) Interior Structural Alterations ( ) Foundations  
 ( ) Driveways/Walks/Patios ( ) Window changes/replacements ( ) New Awning  
 ( ) Demolition ( ) Renovation ( ) Reconstruction ( ) Garage ( ) Additions  
 ( ) New Construction ( ) Exterior HVAC/ Mechanical Units ( ) Roofs  
 ( ) Porches/Decks/Patios/Pergolas/Balconies ( ) Site Features or Change of Grade  
 ( ) Other \_\_\_\_\_
- E.2) Description of Work (Attach additional sheets and/or drawings if available):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

F) Date Work Is Expected To Begin \_\_\_\_\_ To Finish By \_\_\_\_\_

G) Selected historic preservation classification: (See 4.12 in Regulations)

( ) Preservation ( ) Reconstruction ( ) Rehabilitation ( ) Restoration

H) Proposed Materials: (plastic, vinyl are prohibited) \_\_\_\_\_

I) Identify the industry recognized architectural style: \_\_\_\_\_

J) Identify tree disturbances (within canopy) and/or proposed removals: \_\_\_\_\_

K) Describe how site drainage during construction and after construction will be managed in compliance with Regulations (attach drawings if applicable): \_\_\_\_\_

L) Describe how you will manage legal off-street parking on the project site: \_\_\_\_\_

M) THE INSTITUTION STAFF CANNOT GRANT SPECIAL EXCEPTIONS TO, OR VARIANCES FROM, THE ARCHITECTURAL AND LAND USE REGULATIONS. PLEASE INDICATE BELOW IF THE WORK IS SUCH THAT ACTION FROM THE ARCHITECTURAL REVIEW BOARD (ARB) IS REQUIRED.

Variance Is Being Requested \_\_\_\_\_ YES \_\_\_\_\_ NO

Special Exception is Requested \_\_\_\_\_ YES \_\_\_\_\_ NO

Describe Variances/Exception Requested \_\_\_\_\_

N) Lot Size, Intensity, Impervious Surface Ratio: (See Regulations for definitions)

Lot Width: \_\_\_\_\_ Lot Area: \_\_\_\_\_ Floor/Area Ratio: \_\_\_\_\_

Impervious Surface Ratio: \_\_\_\_\_

O) Height to Eave: \_\_\_\_\_ Height to Highest Ridge/Point: \_\_\_\_\_

P) I agree to reimburse Chautauqua Institution for all costs, repairs and/or construction to any road surface and/or right-of-way resulting from construction activities  
\_\_\_\_\_ YES \_\_\_\_\_ NO

Q) I agree to abide by the Rules & Regulations Chautauqua Institution and the Architectural and Land Use Regulations: \_\_\_\_\_ YES \_\_\_\_\_ NO

R) I understand that financial penalties apply for violations of the Architectural and Land Use Regulations and I agree to pay such fines if violations occur: \_\_\_\_\_ YES \_\_\_\_\_ NO  
(Refer to **Schedule of Penalties**. Liens will be placed upon properties for unpaid penalties)

**Schedule of Penalties (See Chautauqua Institution Rules & Regulations):**

For All Projects

- 1. Failure to Post Compliance Certificate in Visible Location on Property  
\$ 25 / day
- 2. Commencement of Construction Activities prior to receipt of Chautauqua Institution Certificate of Compliance  
Max. \$1,000 or \$250 / day
- 3. Unauthorized Demolition  
Max. \$10,000 or \$100 / day
- 4. Construction Site Maintenance  
\$100 / day
- 5. Failure to Correct Violation  
Max. \$1,000 or \$100 / day
- 6. Removal of Tree from Institution Property  
\$10,000 Max. - \$5,000 Min. per tree
- 7. Removal of Tree from Private Property  
\$ 5,000 Max. - \$1,000 Min. per tree

**Compliance Certificate Review Fees :**

All exterior or interior remodeling	\$35
Additions to existing buildings	\$90
New construction and substantial rehabilitation	\$200
All cases going to the ARB	\$310

Note: Fees/Penalties are reviewed annually by the Board of Trustees and may change without notice.

**Acknowledgement:**

I understand that by signing this document I agree to abide by the Rules & Regulations of Chautauqua Institution and the Architectural and Land Use Regulations. I also certify that the above information is true and correct to the best of my knowledge and that I understand and agree to pay the listed penalties in the instances of violations:

\_\_\_\_\_  
Property Owner's Signature \*\*\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prime Contractor / CM's Signature

\_\_\_\_\_  
Date

**NOTE: ALL CONTRACTORS MUST HAVE A CERTIFICATE OF AUTHORIZATION ISSUED BY CHAUTAUQUA INSTITUTION PRIOR TO PERFORMING CONSTRUCTION ON THE GROUNDS OF CHAUTAUQUA INSTITUTION.**

**No changes shall be made in such work that deviate from that submitted without the prior approval of the Institution. The issuance of a Compliance Certificate is in addition to and not in substitution for required building permits issued by appropriate governmental authorities, especially the Town of Chautauqua and the Chautauqua Utility District.**

**IMPORTANT CONTACT INFORMATION:**

Operations Office: 1 Ames Avenue  
P.O. Box 28  
Chautauqua, NY 14722

O: 716-357-6245  
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Jack Munella Manager of Buildings and Grounds

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Betsy Burgeson Gardens Supervisor (Trees)

716-357-6326  
[bburgeson@chq.org](mailto:bburgeson@chq.org)

Chautauqua Institution Security:

Billy Leone Sergent

716-357-6225

Town of Chautauqua:

Jeff Paddock NYS Code Enforcement Official  
Ken Shearer NYS Code Enforcement Official

716-753-3433  
716-753-7342

Other:

Chautauqua Utility District Office  
CUD Wastewater Management

716-357-5865  
716-357-8137

NY State Call Before You Dig

811

**ALL DOCUMENTS ARE AVAILABLE FOR DOWNLOAD ON THE  
CHQ PROPERTY AND CONSTRUCTION RESOURCES WEBSITE**

**Printed copies of the Architectural and Land Use Regulations can be  
purchased from the Campus Planning Office for a \$10 printing fee.**

**Website link: [www.chq.org/construction-resources](http://www.chq.org/construction-resources)**



**Applications shall be filed with the Architectural and Land Use Administrator of Chautauqua Institution. The following Standard Application Requirements, listed as part of the Architectural and Land Use Regulations, are recommended:**

**6.1.1. Standard Application Requirements** For New Construction, a Building Project or a Landscaping Project, the application, signed by the Applicant, shall be accompanied by seven (7) sets of the following:

- (a) scaled, dimensional drawings of the project (minimum 1/8" = 1'-0");
- (b) an official survey of the Lot, showing (i) Lot dimensions, (ii) Lot orientation, (iii) the location, size, and material description of all existing and all proposed Structures, walkways, drives, retaining walls, garden walls, fences, patios, decks, Ancillary Equipment (including air conditioning units and compressors and generators), and other site amenities (including locations for garbage and recycling containers) in relation to the street, to other Buildings and Structures (both in terms of height profiles and land footprints), and to Lot and Setback lines, (iv) pre- and post-project contours in one foot increments, and (v) the location of existing trees, bushes, vegetation and other plants both on the Lot and in the adjacent right of way, with the designation of any trees that are proposed to be removed or that will be within ten (10) feet of any construction or excavation;
- (c) site plan (to the extent not shown on the official survey provided for in clause (b) above);
- (d) floor plans for each floor or Story, including any Basement or proposed Basement;
- (e) roof plan;
- (f) front, rear, and side elevations identifying materials, dimensions, heights, and types of windows and doors;
- (g) details of door and window types (to the extent not provided for in clause (f) above), steps, railings, driveways, and walkways;
- (g) streetscapes showing both the existing Structure and the post-project proposed Structure;
- (h) landscaping details, including a drainage and storm water management plan; and
- (i) such additional documents, drawings, or information as the Administrator may reasonably request.

The Administrator may in his sole and absolute discretion accept an application as complete without requiring the submission of one or more of the foregoing items based on the Administrator's evaluation of the nature, extent, and complexity of the proposed New Construction, Building Project, or Landscaping Project; provided, however, the Administrator's decision to proceed on that basis shall not be binding on the ARB in those instances in which ARB review or approval of an application are required (whether by reason of appeal of the Administrator's decision or otherwise) and the ARB in its discretion may require submission of any one or more of the omitted items as a condition to its review or approval of an application.

**6.1.2. Basic Diagrams** For New Construction or a Building Project, including a Building Project that includes only minor alterations to windows, doors, porches, dormers or the like (but no

Additions or structural changes to the Building), or for replacements thereof, the application shall contain basic diagrams drawn to scale showing both the existing and the proposed alterations/replacements.

**6.1.3. Elevations and Scale Drawings** For New Construction or a Building Project, the application shall contain such information as will demonstrate compliance with the requirements of these Regulations, including Article 4 and Article 5 hereof, which information shall include, but not be limited to, scale drawings of all exterior Elevations with dimensions showing both the Building Height and the Building Footprint, pre- and post-project FAR and ISR calculations, explanatory sections, details of door and window types, porch steps and railings, details of Building finishes, baseline grade and elevation calculations for the Lot, and an indication of finished floor and ceiling levels.

**6.1.4. Additional Drawings and Information** The application shall also contain such additional drawings, information and diagrams as may reasonably be requested by the Administrator or the ARB to ensure compliance with these Regulations, including, without limitation, streetscapes.

**6.1.5. Certificate Regarding Variances and Special Exception** The application shall contain the written, signed certification of the Applicant that either (a) certifies that the proposed project requires no Variance or Special Exception from these Regulations or (b) specifies the Variances and Special Exceptions from these Regulations required for the proposed project and certifies that, other than the specified Variances and Special Exceptions, the proposed project requires no other Variance or Special Exception from these Regulations.

**6.1.6. Certification of Completeness** Prior to the issuance of a Compliance Certificate by the Administrator, the Applicant shall certify in writing to the Administrator that all documents delivered by or on behalf of the Applicant to the Administrator and the ARB in connection with the application are identical to those that have been submitted to the Town of Chautauqua in connection with its building permit review, and the Applicant subsequent to the issuance of the Compliance Certificate shall deliver to the Administrator from time to time such supplemental or additional documents as shall be needed to ensure continued compliance with this requirement.

**6.1.7. Condition Precedent to Construction** Work on New Construction, a Building Project, a Landscaping Project or Demolition shall not be commenced until the required Compliance Certificate has been issued by the Administrator.

**6.1.8. Need for Supplemental Approval** No changes shall be made in the scope or nature of the New Construction, Building Project, Landscaping Project, or Demolition that deviate materially from the project as previously approved by the Administrator or the ARB without the prior written approval of the Administrator obtained after a supplemental written application from the Applicant. The Administrator shall determine whether or not the supplemental written application requires review and approval by the ARB or whether the supplemental written application is within his power to review and approve. If the Administrator determines that the supplemental written application is within his power to review and approve and if the Administrator denies that application or approves that application with conditions, then the Applicant may appeal the Administrator's decision to the ARB in the manner set forth herein.

**6.1.9. Other Permits** The requirement of a Compliance Certificate is in addition to and not in substitution for required building, demolition (and other) permits issued by appropriate governmental authorities having jurisdiction over the subject matter of any Compliance Certificate. Notwithstanding the issuance of a Compliance Certificate subsequent to the approval of an application by either the Administrator or the ARB, it remains the responsibility of the Applicant and the Applicant's contractor and other agents to comply fully and completely with all relevant

requirements of the rules, regulations, and codes of New York State, the Town of Chautauqua, and all other governmental authorities having jurisdiction over the subject matter of the Compliance Certificate.

## CHAUTAUQUA INSTITUTION COMPLIANCE PROCESS MATRIX

ACTION	REVIEWING AUTHORITY		
	NO APPLICATION OR COMPLIANCE CERTIFICATE REQUIRED (CONSIDERED MAINTENANCE)	REVIEW AND APPROVAL BY THE ADMINISTRATOR FOLLOWED BY ISSUANCE OF A COMPLIANCE CERTIFICATE.	REVIEW AND APPROVAL BY THE ARB FOLLOWED BY ISSUANCE OF A COMPLIANCE CERTIFICATE BY THE ADMINISTRATOR.
NEW CONSTRUCTION AND BUILDING PROJECTS, INCLUDING ADDITIONS, RECONSTRUCTIONS, REHABILITATIONS, RENOVATIONS, RESTORATIONS, AND SUBSTANTIAL REHABILITATIONS, BUT EXCLUDING REVIEW AND APPROVAL OF POST-DEMOLITION STRUCTURES AND RELATED LANDSCAPING			
COMPLIANT WITH ALL REQUIREMENTS		X	
MINOR ENCROACHMENT ONLY		X	
VARIANCE OR SPECIAL EXCEPTION REQUESTED OR REQUIRED			X
DEMOLITIONS, INCLUDING REVIEW AND APPROVAL OF POST-DEMOLITION STRUCTURES AND RELATED LANDSCAPING			
ACCESSORY STRUCTURE			X
PRIMARY STRUCTURE			X
DEMOLITION TO CREATE OPENINGS BETWEEN EXISTING AND APPROVED NEW CONSTRUCTION WHEN NOT VISIBLE FROM THE EXTERIOR OF THE COMPLETED PROJECT		X	
INVESTIGATIVE DEMOLITION		X	
BUILDING CODE/FIRE CODE COMPLIANCE AND RELATED ISSUES OF SAFETY AFTER A FIRE OR OTHER CASUALTY		X	
DRIVEWAYS			
ADDING A DRIVEWAY		X*	X*
CHANGE OF MATERIAL		X	
REMOVAL OF DRIVEWAY		X	
FOUNDATIONS			
REPAIR IN KIND		X	
ADDITION OF A FOUNDATION, BUT WITH THE SAME FIRST-FLOOR ELEVATION		X	
ADDITION OF A FOUNDATION, BUT WITH A CHANGE OF FIRST-FLOOR ELEVATION		X*	X *
ADDITION OF A BASEMENT		X*	X *
ALTERATION OR CHANGE OF WINDOWS			
SAME LOCATION, MATERIAL, AND DESIGN		X	
DIFFERENT LOCATION, MATERIAL OR DESIGN WHEN COMPLIANT WITH THE SELECTED ARCHITECTURAL STYLE OF THE PROJECT		X	

\*When a Variance to any regulation or criteria is requested or required.

\*Provided no Variance to any regulation or criteria is requested or required.

DIFFERENT LOCATION, MATERIAL OR DESIGN WHEN <b>NOT</b> COMPLIANT WITH THE SELECTED ARCHITECTURAL STYLE OF THE PROJECT			X
MUNTINS ON EXTERIOR OF GLASS		X	
MUNTINS ON INTERIOR OF GLASS			X
<b>PORCHES / BALCONIES / DECKS / PATIOS / PERGOLAS</b>			
COMPLIANT WITH ALL REQUIREMENTS		X	
VARIANCE REQUESTED OR REQUIRED			X
<b>SITE FEATURES / LANDSCAPING</b>			
SHEDS		X*	X*
FENCES / GARDEN WALLS / RETAINING WALLS		X*	X*
POOLS / SPAS		X*	X*
CHANGE OF PLANT MATERIAL	X		
CHANGE OF GRADE		X*	X*
<b>CANVAS AWNINGS</b>			
NEW INSTALLATION		X*	X*
OFF-SEASON PORCH PROTECTION	X		
<b>CLEANING</b>			
PRESSURE WASHING	X		
CHEMICAL REMOVAL	X		
SANDBLASTING		X	
<b>INTERIOR MAINTENANCE</b>			
CARPET/FLOORING	X		
WALL FINISHES	X		
PAINTING	X		
<b>INTERIOR ALTERATIONS</b>			
NONSTRUCTURAL CHANGES	X		
STRUCTURAL CHANGES		X	
KITCHEN BATH ALTERATIONS OR APPLIANCE CHANGES	X		
<b>MECHANICAL SYSTEMS</b>			
INTERIOR MECHANICAL SYSTEMS ONLY	X		
SOME (OR ALL) EXTERIOR MECHANICAL SYSTEMS		X	
AC WINDOW UNITS		X	
AC CONDENSER		X	
GENERATOR		X*	X*
SOLAR PANELS		X*	X *
WIND TURBINE		X*	X *
<b>PAINTING</b>			
EXTERIOR	X		
<b>ROOF</b>			
SAME OR CHANGE OF MATERIAL		X	
<b>SHUTTERS</b>			
REPAIR/REPLACE WITH SAME SIZE, MATERIAL, OR DESIGN	X		
REPAIR/REPLACE WITH DIFFERENT SIZE, MATERIAL, OR DESIGN		X	
NEW		X	