

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; non-structural interior alteration or finishes; minor interior mechanical systems modifications; 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.

**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 Contact / Construction Manager (Names, Phone Numbers, E-mail address)

\_\_\_\_\_  
 Contractor Authorization Certificate - Company Name \_\_\_\_\_  
 Subcontractor (Manager Names & Contact Information) \_\_\_\_\_  
 Contractor Authorization Certificate - Company Name \_\_\_\_\_  
 Subcontractor (Manager Names & Contact Information) \_\_\_\_\_  
 Contractor Authorization Certificate - Company Name \_\_\_\_\_

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):

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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) \_\_\_\_\_

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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): \_\_\_\_\_

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

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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 \_\_\_\_\_

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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 of Chautauqua Institution and Chautauqua Institution's 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

**For information regarding penalties, refer to the Chautauqua Institution Architectural and Land Use Regulations as well as the Chautauqua Institution Rules and Regulations.**

**Liens will be placed upon properties for unpaid penalties.**

**Repeat or obstinate offenders will be placed on a list and banned from any future eligibility for Contractor Certification.**

**Compliance Certificate Review Fees :**

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

Fees and 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 and 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 applicable penalties in the instance of a violation(s) of the Rules and Regulations and/or Architectural and Land Use Regulations of Chautauqua Institution:

\_\_\_\_\_  
 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 permits issued by appropriate governmental authorities, and authority having jurisdictions, such as the Town of Chautauqua and the Chautauqua Utility District.**

**IMPORTANT CONTACT INFORMATION:**

Campus Planning & Operations Office 1 Ames Avenue  
P.O. Box 28  
Chautauqua, NY 14722

O: 716-357-6245  
F : 716-357-9014

Jennifer Majewski Administrative Assistant

716-357-6245  
[jmajewski@chq.org](mailto:jmajewski@chq.org)

Ryan Boughton Administrator of Architectural and Land Use Regulations

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John Shedd Vice President of Campus Planning and Operations

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Jack Munella Director of Buildings and Grounds

716-357-6237  
[jmunella@chq.org](mailto:jmunella@chq.org)

Betsy Burgeson Gardens Supervisor

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

**Chautauqua Institution Safety & Security:**

Billy Leone Chief of Campus Safety & Security

716-357-6225  
(non-emergency line)

**Town of Chautauqua:**

Frank Watson NYS Code Enforcement Official

716-753-3433

**Other:**

Chautauqua Utility District Office  
CUD Wastewater Management

716-357-5865  
716-357-8137

NY State Call Before You Dig

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**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 obtained from the Campus Planning & Operations Office for a \$10 printing fee.**

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

