



**Town of Poughkeepsie  
Historic Preservation Commission  
Landmark Designation Application**

Thank you for your interest in Historic Landmark Designation status for your property!

Preserving history helps to create a sense of place, a feeling of community, and an observable continuity with the past. By having your property designated as a landmark, you are preserving part of the history of the Town of Poughkeepsie for future generations.

To begin the application process, please complete the attached questionnaire to the best of your knowledge. We understand you may have questions and the Town of Poughkeepsie Historic Preservation Commission is happy to assist you! You may also schedule a preliminary discussion with the Commission by contacting the Town Historian, John Pinna, at 845-485-3646.

The Town of Poughkeepsie Historic Preservation Commission (TOPHPC) application process:

1. Submission of application
2. Certified letter is sent to the owner of the property concerned for historic land marking. Letters are also sent out through regular mail to property owners within 300 feet of the parcel boundary. These letters are sent out to invite all parties to the commission meeting to share their comments before a commission vote for or against recommending the property for the new status.
3. A vote by the commission takes place.
4. Once the commission votes to recommend the property to the Town Board for historic designation, a second round of notifications go out to the owner and all interested parties as described above about the town hearing and a final vote for or against designating the property will take place.
5. Once the town vote is taken, the Town Clerk will send a letter out to the owner verifying the outcome of the vote and final status of the property to the owner.
6. If your property is voted as a designated landmark, a plaque will be ordered by the Town for you to proudly display on your property.

A link to the Town of Poughkeepsie Historic Preservation Code (Chapter 126) can be found here:  
<http://www.ecode360.com/6321432>

This application may be returned to the Town of Poughkeepsie Historian either by:

Email to: [townhistorian@townofpoughkeepsie-ny.gov](mailto:townhistorian@townofpoughkeepsie-ny.gov)

Or by mail:

Town of Poughkeepsie  
Attn: Town Historian, John Pinna  
1 Overocker Road  
Poughkeepsie, NY 12603  
Phone: 845-485-3646



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**Property Identification:**

Property Owner(s)/Organization: \_\_\_\_\_

Property Address: \_\_\_\_\_

City, State/Zip: \_\_\_\_\_

Parcel Identification Number (section/block/lot): \_\_\_\_\_

This number can be obtained using ParcelAccess online: <http://geoaccess.co.dutchess.ny.us/parcelaccess/>

Property Name (if applicable): \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Description:**

Building Material (*please check all that apply*):

Exterior Walls:

- wood clapboard    wood shingle    vertical boards    stone brick    plywood  
 poured concrete    concrete block    vinyl siding    aluminum siding    cement-asbestos  
 other: \_\_\_\_\_

Roof:

- asphalt shingle    asphalt roll    wood shingle    metal    slate

Foundation:

- stone    brick    poured concrete    concrete block



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Other materials and their location(s): \_\_\_\_\_

\_\_\_\_\_

Condition of Building:     excellent     good     fair     deteriorated

Side(s) of building visible from public way:     Yes     No

If yes, please indicate which side(s) (example: North, South, West and East if on corner lot):

\_\_\_\_\_

Related Outbuildings (barn, carriage house...): \_\_\_\_\_

Landscape Features (if applicable): \_\_\_\_\_

Other Notable Features of Building and Site (include interior features if known):

\_\_\_\_\_

\_\_\_\_\_

Date of Initial Construction: \_\_\_\_\_

Architect(s)/Date: \_\_\_\_\_

Builder(s)/Date: \_\_\_\_\_

Alterations/Date (if known): \_\_\_\_\_

Original Use: \_\_\_\_\_

Present Use: \_\_\_\_\_



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Historical and Architectural Importance (special character, historical significance, uniqueness of architectural design...): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant/Property Owner(s):

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

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**For Commission Use:**

Date Application Received: \_\_\_\_\_

Date Application Reviewed: \_\_\_\_\_

Action:  Accepted  Denied  Request further information