



Town of Brookhaven Long Island

Edward P. Romaine, Supervisor

CREATING A TOWN HISTORIC DISTRICT OR HISTORIC LANDMARK

Article XVII Brookhaven Town Code

Creating a Town Historic District or Historic Landmark consists of preparing written materials, submitting them to the Town of Brookhaven, and interacting with Town personnel reviewing the proposal until the proposal is approved, approved with modifications, or denied by the Town Board following a public hearing.

Definitions & Procedures

HISTORIC DISTRICT -- An area containing buildings, structures or places which have a special character and ambiance based on historical value, notable architectural features representing one (1) or more periods or styles of architecture of an era of history or the cultural and aesthetic heritage of the community and which area constitutes a distinct physical section of the Town of such significance as to warrant its conservation, preservation and protection from adverse influences.

HISTORIC DISTRICT TRANSITIONAL AREA -- An area extending for a distance of five hundred (500) feet from and contiguous to the perimeter boundary of a Historic District. The purpose of such transitional area shall be to control the effect of potentially adverse environmental, visual and developmental influences on a Historic District.

The Town Board shall establish a Historic District and accompanying Transitional Area after holding a duly advertised public hearing on the matter and after receiving a written recommendation or report by the Historic District Advisory Committee & Commissioner of Planning, Environment & Land Management. A petition with the signatures of owners of a minimum of twenty percent (20%) of the area to be designated is required before a recommendation is forwarded to the Town Board.

HISTORIC LANDMARK -- Any site designated as a Historic Landmark pursuant to the Town Code.

The Town Board may establish a Historic Landmark after holding a duly advertised public hearing on the matter and after receiving a written recommendation or report by the Historic District Advisory Committee & Commissioner of Planning, Environment & Land Management. Written notice of the public hearing must be given to the owner of said property as shown on the current Town of Brookhaven assessment roll not less than ten (10) days prior to the date of the public hearing.

I. WRITTEN MATERIALS TO BE SUBMITTED

- a. Written request to the Town for the proposed Historic District or Historic Landmark including a narrative describing historical significance of the area of the proposed district or landmark. Be sure to include your contact information.
- b. Master list of historic homes and structures and sites (for Historic District). Provide Historical name, circa date, SCTM Number, address, and owner information. Photos are also helpful. Tax map numbers and names of owners unknown to you can be obtained either at the Assessor's Office, or at the Real Property Tax Office.

- c. Map of proposed Historic District or map showing location of proposed Historic Landmark. A map of your locale can be obtained either at the Brookhaven Town Assessor's Office or at the Real Property Tax Service in Riverhead.
- d. Building-Structure Inventory Forms (for each historic structure or site in proposed district or one for each proposed landmark).

See attached sample. A form must be completed for each historical structure or site.

Each form must have an accompanying photograph, black and white. If possible, get two sides of the building in a photograph.

If possible, for a proposed landmark, also submit color photographs of all sides of all structures on the property.

If you are unsure of the "date of initial construction," contact your local historical society. If date cannot be ascertained, leave blank.

- e. Petition (for Historic Districts). See attached sample.
A petition with the signatures of owners of a minimum of twenty percent (20%) of the area to be designated will be required before a recommendation is made to the Town Board.

The petition must be signed only by property owners. This includes owners of historic homes, newer homes, vacant property, commercial property and religious organization property in proposed district (Be sure to ask petitioners, especially husband-wives, whether one or both is named in their deed).

Explain ramifications of Historic District to petitioners. See attached historic district information sheet, Town Code & Guidelines Handbook.

- f. Other supporting documentation as you feel is necessary, or as required by the Town.

II. GOVERNMENTAL REVIEW PROCESS

- a. Submission of materials: Submit written materials to the Historic District Advisory Committee & the Commissioner of Planning, Environment & Land Management.
- b. The proposal will be considered by the Historic District Advisory Committee & the Commissioner of Planning, Environment & Land Management. You will be contacted during this period concerning their recommendations. Written recommendations will be submitted to the Town Board.
- c. The Town will contact you concerning a public hearing that they will hold, giving date, time and place. The Town Board can then approve, approve with modifications, or deny the proposal.