

# TOWN OF SOUTHAMPTON

LANDMARKS AND HISTORIC DISTRICTS BOARD  
(DEPT. OF LAND MANAGEMENT)

[WWW.SOUTHAMPTONTOWNNY.GOV/318/LANDMARKS-HISTORIC-DISTRICTS-BOARD](http://WWW.SOUTHAMPTONTOWNNY.GOV/318/LANDMARKS-HISTORIC-DISTRICTS-BOARD)

## **Southampton Town Landmarks Maintenance Award Program (LMAP) General Information and Procedures**

The Southampton Town Landmarks Maintenance Account was established by Town Board resolution 2011-1272, as a funding source for the Landmarks Maintenance Award Program (LMAP). The purpose and goals for this account, as outlined in the Town Board resolution, are to:

1. *Assist with the preservation of historic structures so as to ensure the long-term survival of these historic resources and consequently assist in maintaining the sense of place, identity and historic character of Southampton; and*
2. *Distribute funds as both grants and matching grants to those that qualify for the Town's Star program toward exterior maintenance and repair work on their historic structures; and*
3. *Encourage owners of historic structures to designate them as individual town landmarks or be included within a locally designated town historic district; and*
4. *Promote the Town's commitment to long-term sustainability endeavors; and*
5. *Promote the Town's commitment to the preservation of its historic and cultural resources; and*
6. *Encourage public and private donations to continue the viability of the fund into the foreseeable future; and*
7. *Sponsor educational events, programs, and workshops that foster greater public awareness of the town's historic architecture and the best practices of maintaining them; and be it further*

The Program and the Account are managed by the Landmarks and Historic Districts Board (LHDB) under the auspices of the Town Board, Town Comptroller and Department of Land Management. These funds may be used for historic preservation purposes with the goal of the program to facilitate the preservation of Town designated landmarks and contributing properties within historic districts. The LMAP also provides another incentive to owners of undesignated historic resources to seek designation. Because all designated properties are not eligible to participate in the town's historic preservation easement option, the LMAP provides an alternative avenue for owners of designated structures to seek financial assistance with the maintenance of their historic building(s), thus aiding in the ongoing survival of those resources, and consequential benefit to the character, history, and identity of the community.

The LMAP supports projects that contribute to the long-term sustainability and preservation of Town designated landmarks and contributing properties within historic districts. Up to \$20,000 may be awarded annually; however, an award does not have to be made each year. Awards are limited to reimbursement for the costs of material and labor for the maintenance and repair work only; architectural, engineering or other professional fees are

ineligible expenses. Unless otherwise authorized by the LHDB, the awarded maintenance and repair work must be completed within 12 months from the date of the letter notifying the applicant that their project was selected for the program. The completed work shall be verified by a LHDB member prior to disbursement of the grant.

Example projects may include, but are not limited to:

- painting
- exterior repairs and maintenance of architectural features, such as foundations, roofing, siding, windows, doors and shutters
- structural stabilization
- resolving water penetration issues

Exterior repairs and maintenance that constitute alteration, restoration, reconstruction, demolition, new construction or moving of a landmark on property within an historic district, and material changes in the outward appearance of such a property, its light fixtures, signs, sidewalks, fences, steps, paving or other exterior element, design, material, or color visible from a public street or alley, may qualify for an award, however, an application for such work must be accompanied with a Certificate of Appropriateness from the Landmarks and Historic Districts Board.

Applicants are required to have Basic or Enhanced School Tax Relief (STAR) status in order to participate.

Approximately 2,000 historic properties survive within the Town of Southampton but many are threatened by neglect or deferred maintenance due to the financial constraints of owners. These important buildings embody a significant part of Southampton's heritage and identity. While the LMAP cannot remedy all of the preservation and restoration needs that exist, it can provide assistance to some, helping to prevent further deterioration and ensuring their continued use, vitality, and integrity. The fund also promotes the Town's commitment to protecting its historic resources by offering another incentive to owners to designate their historic structures as local landmarks. The program is also intended to encourage a higher level of stewardship by increasing community awareness of these resources and the consequential benefits of their preservation. Donations to this fund are tax-deductible and are necessary to ensure the future longevity of the program.

Landmarks Maintenance Award Program Application forms and information, for each year's award are available at the LHDB's pages of the town's website:

<http://www.southamptontownny.gov/730/Applications-Forms>

Applications are due by the end of December.

Materials to be submitted with the application include:

- Copy of Assessors Records page documenting STAR status
- A copy of the Town Board resolution designating the building / property as a Town landmark or a contributing property within an historic district

- A description of the proposed repair / maintenance work, including cost estimates and the urgency of the work to be performed
- An application for a Certificate of Appropriateness, if applicable for the proposed work
- Color photographs showing the area of needed maintenance
- Drawings / renderings of the proposed work, if necessary to complete and / or describe the scope of work
- Supplier Master File Maintenance Form
- IRS W-9 Form (after a successful award).

Award selection criteria, such as the need for maintenance and the historic significance of the building; etc., are to be used for prioritizing properties and qualifying maintenance work types. This priority ranking shall be adopted by the Town Board. The ranking and criteria may be amended from time to time based on the Southampton Historic Resources Survey (2014), Hamlet Heritage Area Reports and other reports and amendments or additions thereto.

The following criteria have resulted from internal discussions and outreach to the New York State Historic Preservation Office (SHPO):

1. Town designation as a landmark or contributing property within an historic district.
2. Eligibility for Town landmarking. <sup>1</sup>
3. Historic significance of the property (local, state, or national).
4. Project need, based on the age and condition of the structure and the degree and nature of the proposed maintenance / repair.
5. Applicant's ability to complete the project promptly and successfully. Project planning, administrative structures and budget must demonstrate fiscal prudence and readiness to proceed.
6. Ability of the project to address the proposed maintenance / repair and achieve a significant preservation objective.
7. Degree to which the project is visible to the public; meets local historic preservation needs and achieves a public benefit.
8. Whether the structure(s) has/have been the recipient of the maintenance award in the past.
9. Completeness and accuracy of the award application.

Applications will be usually reviewed by the LHDB at their January and February monthly meetings.

After reviewing all applications received and confirmation of eligibility, the LHDB will make an award(s) recommendation to the Town Board based on the priority ranking of the

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<sup>1</sup> If the structure is not already a Town designated landmark, but is eligible, a condition of the award will be that the structure must be nominated and officially landmarked by the Town prior to the disbursement of the award.

resource and the proposed work. The Town Board, by resolution, will formally select and announce the award recipient(s).

The award recipient is responsible for securing all Town, County and State permits that may be necessary for the awarded maintenance work, including a Certificate of Appropriateness, if applicable. Town of Southampton Building Division permit application fees associated with the awarded maintenance work may be waived upon presentation of the Town Board selection resolution authorizing a waiver of the fees.

Upon completion of the awarded maintenance work, a letter requesting award disbursement must be submitted to the Department of Land Management together with photographs of the completed work and copies of all paid invoices from contractors, applicable permits, certificates of occupancy, certificates of compliance, etc. The LHDB will verify (in the form of short written narrative including photos) that the maintenance work was completed in conformance with the certificate of appropriateness, if applicable, and will forward this documentation to the Department of Land Management.

Upon satisfactory verification of the work having been completed with all necessary permits, and Certificate of Occupancy and/or Certificate of Compliance issued, the Department of Land Management will request a disbursement of the award from the Town Board, providing a summary of the account balance with the request.

Upon Town Board approval of the award(s) disbursement the Town Comptroller will be authorized to disburse the check(s) for the awarded monies in the name of the property owner(s) (while also providing documentation of the disbursement to the Department of Land Management). The LHDB may provide the award recipient(s) with a letter documenting and recognizing the award at a publicized time and may issue a press release allowing for the recognition of the Landmarks Maintenance Program and the Town's historic preservation efforts

The LHDB encourages all interested applicants to contact them regarding the LMAP, landmark designation, and other related questions.

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