

**HISTORIC DISTRICT COMMISSION  
CERTIFICATE OF APPROPRIATENESS APPLICATION**

Owner of Property \_\_\_\_\_ Phone # \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

Location of Property \_\_\_\_\_

Plat # \_\_\_\_\_ Lot # \_\_\_\_\_ Parcel # \_\_\_\_\_

Existing Building's Approximate Date of Construction, History and Current Use: \_\_\_\_\_

Type of Work to be Performed – Circle One: Alterations    New Construction    Demolition    Relocation

Architect/Designer: \_\_\_\_\_ Contractor/Carpenter: \_\_\_\_\_

Description of Work to be Performed: \_\_\_\_\_

Estimated Cost of Construction: \_\_\_\_\_

A check, made payable to the Town of New Shoreham must accompany this application in accordance with the following fee schedule:

<u>Cost of Proposed Work</u>		<u>Fee</u>
Under	\$ 1,000	\$ 50.00
\$ 1,001	\$ 50,000	\$ 75.00
\$50,001	\$100,000	\$100.00
Over	\$100,000	\$200.00

**\*\*PLEASE NOTE:** We Authorize members of the Historic District Commission to go on the property.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of HDC Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken by HDC Board: \_\_\_\_\_ Date: \_\_\_\_\_

Please plan to attend the meeting at which your application will be reviewed.

**Please turn over for a list of materials which must be submitted with this application.**

## **HISTORIC DISTRICT COMMISSION BUILDING APPLICATION PART II**

All Applications must be submitted with the required copies, signatures and enclosures at least fourteen (14) calendar days prior to the regularly scheduled Historic District Commission meeting.

### **Required submittal materials for Preliminary Review:**

- 10 copies of Application and Supporting Information, which shall include:
  - Sketch Site plan showing the proposed building footprint and the footprints of adjacent property structures at a minimum scale of 1"=20'-0"
  - Sketch Floor Plans at a minimum scale of 1/8"=1'-0"
  - At least one prominent Sketch Elevation at a minimum scale of 1/8"=1'-0"
  - A Sketch Site Section through the Applicant's property and extending at least 150' on either side to show the present grade contour and neighboring building profiles at a minimum scale of 1"=20'-0"
  - Photographs of the existing site and adjacent neighboring properties.

### **Required submittal materials for Final Review:**

- 10 copies of the Application and Supporting Information, which shall include:
  - Current photographs of the property showing its present condition which accurately represent the existing materials, color, textures, and landscaping. In addition, provide photographs of adjacent sites, buildings, and other improvements clearly showing the style and character of the area.
  - If applicable ( new construction or major addition), a site plan of the property identical to the site plan required by the Planning and/or Zoning Board showing all existing and proposed improvements, roads, driveways, parking, landscaping, topography, etc.
  - Floor plans of all levels, including the roof, and all exterior elevations drawn at a minimum of 1/4"=1'-0" scale. Details shall be shown at 1-1/2"=1'-0" scale. All exterior doors and windows shall be identified by manufacturer, make, model number, and size, and shall specify glass and pane configuration (if any) as well as glazing composition. All materials and finishes shall be noted by size, profile, and color. Graphic notation of all exterior mounted electrical, mechanical, and plumbing equipment and specialties shall be noted on the plans and/or elevations. Site features, such as paving, walks, post lights, fences, walls, trash enclosures, and other appurtenances shall be shown on floor plans and/or elevations
  - Actual samples of major building materials (brick, stone, siding, roofing, etc.) shall be brought to the Final Review Commission Meeting for examination by the Commissioners.
  - When requested by the Commission, especially for large-scale, visually-impacting projects, the Applicant shall provide a colored perspective hand-drawn or computer-generated rendering and/or a small scale "mass study" model of the proposed project. The perspective shall show the form, style, and scale of the project, all rooftop equipment and screening proposed, signs, landscaping, and other architectural features. Such rendering shall be at a minimum of 1/16"=1'-0" scale, and shall show adjacent buildings and terrain contours within 100' of the structure's perimeter. The model can be built of off-white "chipboard" or cardboard.