<table>
<thead>
<tr>
<th>SUBMISSION DEADLINE NO LATER THAN 12:00 PM</th>
<th>SANDWICH ENTERPRISE ISSUE</th>
<th>HEARING DATES BEGIN AT 6:30 PM</th>
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<tr>
<td>December 17, 2019</td>
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<tr>
<td>January 5, 2021</td>
<td>January 15, 2021</td>
<td>January 27, 2021</td>
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</tbody>
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**PLEASE NOTE: THURSDAY MEETING DUE TO HOLIDAY**

**INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED**

Each deadline is set and published to allow sufficient lead-time to process applications and advertise hearings in the Sandwich Enterprise. All meetings will be held at 6:30 PM at the Sand Hill School Community Center located at 16 Dewey Avenue, Sandwich, MA UNLESS OTHERWISE POSTED ON AGENDAS
HISTORIC SUBMISSION CHECKLIST

1. Fees:
   a. Payable to Town of Sandwich
      i. Certificate of Appropriateness
         1. New Building $40.00
         2. Addition/Alteration/Shed/Sign $25.00
      ii. Certificate of Demolition $25.00
      iii. Certificate of Exemption $10.00
   b. Payable to Falmouth Publishing
      Legal Ad published in Sandwich Enterprise $10.00 (one Legal Ad fee for Combo Demo/Rebuild)

2. Certified Abutter’s List and Prepared Envelopes
   a. Submit the attached ‘List of Abutters Request For Certification’ to the Assessor’s Office (across from Historic Office)
      i. Please Note: Assessor’s Office can take up to 10 business days to process the Certified Abutters List, don’t delay, you must submit this List and Prepared Envelopes and stamps along with the Historic application by the submission deadline as listed on the Historic Yearly Meeting Notice, also attached.
   b. Please provide to the Historic District Committee Administrative Assistant, along with Historic Application
      i. Certified Abutters List packet (received from Assessing)
      ii. Prepared Envelopes to include postage stamps (style #10 envelope)
         1. **DO NOT include return address**
         2. Affix Labels (included in Certified Abutter List packet)
            a. All addressees must be notified
               i. To include **OWNER and REPRESENTATIVE**, if applicable
               b. Any labels with duplicated addresses may be discarded
   c. Abutter Notifications will be mailed by the Historic District Committee Administrative Assistant

3. Representative Designation (attached)
   a. Attendance is required at all scheduled public meetings, if the owner(s) wish to designate a representative to appear on their behalf, this form must be completed

4. Statement of Understanding (attached)
   a. Allows placement on future agenda for approval of proposed Minor Change to previously approved Certificate of Appropriateness.

Incomplete submissions are not accepted

**SUBMISSION REQUIREMENTS FOR THE BUILDING PERMIT APPLICATION:**

One copy of the approved Certificate of Appropriateness, Certificate of Demo/Removal or Certificate of Exemption
One set of Historic Approved Elevations, if applicable (obtained at meeting)

For more detailed information, please refer to the
Old King's Highway Regional Historic District Commission, ‘Bulletin’

Rev. 05/01/2018
CERTIFICATE OF APPROPRIATENESS AND CERTIFICATE OF DEMOLITION/REMOVAL SUBMISSION REQUIREMENTS FOR VARIOUS TYPES OF PROJECTS APPLICATION REQUIRES ONLY ONE COPY OF EACH ITEM EXCEPT ELEVATIONS (3 SETS) (IF APPL.)

<table>
<thead>
<tr>
<th>TO BE SUBMITTED</th>
<th>APPL. FOR DEMO</th>
<th>APPL. FOR CERT. OF APPROP</th>
<th>BLDG. SPEC. SHEET</th>
<th>COLOR/SAMPLE SHEET</th>
<th>SHED SPEC (IF APPL.)</th>
<th>SIGN SPEC (IF APPL.)</th>
<th>LANDSCAPE PLAN</th>
<th>PLOT PLAN</th>
<th>BUILDING ELEVATION DRAWINGS THREE SETS</th>
<th>GENERIC ELEVATION SKETCHES THREE SETS</th>
<th>MANUFACTURED PHOTOS (BROCHURE)</th>
<th>EXISTING PHOTOS</th>
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<tr>
<td><strong>Notes</strong> (See Details next 2 pgs.)</td>
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<tr>
<td>Demolish Building</td>
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<tr>
<td>New House OR Comm. Bldg.</td>
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<td>X</td>
<td>X</td>
<td>(If appl.)</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>(if not clearly depicted on elevations)</td>
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<tr>
<td>New Garage/Barn</td>
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<td>(if not clearly depicted on elevations)</td>
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<tr>
<td>Addition</td>
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<td>(if outside existing footprint)</td>
<td>X</td>
<td>(if not clearly depicted on elevations)</td>
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<td>Alterations</td>
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<td>(if outside existing footprint)</td>
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<td>(if appl.)</td>
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<td>Note 11</td>
<td>Note 11</td>
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<td>X (to show location)</td>
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<td>Roof Replacement</td>
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The following documents are also required with all above submissions: Certified Abutters List along with Prepared Envelopes and Stamps, Statement of Understanding, and Representative Designation Form (If applicable)

SOME PROJECTS MAY QUALIFY FOR AN EXEMPTION FILING (see ‘Bulletin’ or contact office for more information)

SOME COMMON PROJECTS

<table>
<thead>
<tr>
<th>VISIBILITY</th>
<th>Any project EXCEPT DEMOLITION not visible from any way or public place</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROOF REPLACEMENT</td>
<td>Wooden Shingles, Asphalt in Black, Gray or Dark Brown</td>
</tr>
<tr>
<td>SHED</td>
<td>See listed criteria in Shed Application (or page 25 of the ‘Bulletin’)</td>
</tr>
<tr>
<td>FENCE</td>
<td>See specific fence types listed on page 24 of the ‘Bulletin’</td>
</tr>
</tbody>
</table>

Rev. 05/01/2018
NOTES REGARDING
SUBMISSION REQUIREMENTS FOR VARIOUS TYPES OF PROJECTS

1. **Application for Certificate of Demolition/Removal:** Is required when an entire building is being demolished, including detached garages, barns and sheds, also in the event that a portion of a building is being demolished and not replaced. If a portion of a building is being demolished and then replaced with a new structure, a separate Certificate of Appropriateness filing is needed for said new replacement structure.

2. **Application for Certificate of Appropriateness:** Is required for most exterior changes to buildings and structures on the property. These include construction of a new building or structure, or alteration. Alterations include window, door or roof replacement and change of paint or stain color. Structures include sheds, decks, garages, signs, walls, walkways, and fences. Some projects qualify for exclusion or exemption.

3. **Building Specification Sheet:** Complete only the portions of this form that pertain to the proposed project. For example, if you are installing an addition with no chimney and there is no change to the driveway, do not complete the "chimney" or "driveway" sections of the form.

4. **Color/Sample Sheet:** Paint or stain color chips and manufacturer photos of roof shingle colors should be attached to this sheet (do not use computer printed samples as colors do appear different on individual printers/ink's age. Do not include physical samples of asphalt shingles, cedar shingles, metal roofing, PVC trim, or vinyl siding in the submission. For metal roofing or vinyl siding, bring a sample to the hearing.

5. **Shed Specification Sheet:** Only if applicable, this sheet must be submitted as instructed in the Shed Application.

6. **Sign Specification Sheet:** Only if applicable, this sheet must be submitted as instructed in the Sign Application.

7. **Landscape Plan:** Is a plan of the entire lot/plot, showing proposed and existing structures plus:
   a. Proposed and existing fences, retaining walls, driveways, and walks, drawn to scale.
   b. The "limit of cutting line" for brush and trees.
   c. Existing and proposed shrubs, trees, lawns and other landscape features.

**Note:** For commercial properties a licensed landscape designer, a licensed building designer, or a licensed architect must prepare the Landscape Plan. The Landscape Plan must also show proposed lighting, refuse containers, and utility boxes (electrical, AC, heat pump, etc).

8. **Plot Plan:** Must show the existing building and structures as well as the proposed new project structures. In addition the plan must show:
   a. To scale (the plot plan must be drawn to scale and noted) Using North compass orientation. The dimensions of the new structures to the sidelines.
   b. The closest road to the lot with the road name labeled.
   c. All fences, walls, driveways and walks.
   d. Original and new topographical lines around any proposed soil excavation.

9. ** Manufactured Photos:** Brochure photos of doors, windows etc. If project submission includes elevations with detailed depiction of said items manufactured photos are not required.

10. **Existing Photos:** Must be submitted in color. Photos should be labeled as "view from the North", "view from the West", etc. A photo is required of each side of an existing structure that is to be demolished or altered. This includes fences, walls, signs, sheds, driveways, and walks. It also includes roofs that are being replaced. When a sign is being installed on a building or in front of a building, a photo of that side of the building should be included.
11. **Building Elevation Drawings**: Is the view of one side (plane) of a structure. Elevation Drawings are required for each side of the building. Be sure to show all windows, doors, bulkheads, trim, chimneys, and vents that are 6\" diameter or greater. Ridge vents do not need to be shown. Drawings must be to scale with scale shown. A minimum of 1/4\"= 1\' are required, with the exception of building over 60\’ in length. Drawings do not need to be drawn by a professional as long as the requirements stated are met. Three full sets of drawings are required at submission.

   a. **For signs**: Substitute three sets of Sign Drawings for the Elevation Drawings. The Sign Drawings should be to scale and include the sign dimensions, all text and graphics, descriptions/samples of colors, and details of the sign support structure (posts, etc) are required.

   b. **For Sheds**: You may substitute three sets of **Generic Elevation Drawings** (included in the Shed Application) or you must submit three sets of Building Elevation Drawings, as described above.

12. **Signs**: Please refer to the Old King's Highway Regional Historic District Commission, ‘Bulletin’ for the specific guidelines pertaining to signs.

13. **Sheds**: Few types of sheds can qualify for an exemption. Most purchased sheds do not qualify for an exemption because they have board and batten siding or the roof pitch is less than 7/12. Exemptions are explained in detail in the Old King's Highway Regional Historic District Commission, ‘Bulletin’.

   a. If your shed qualifies for an exemption, the submission must include the following forms: Application for Certificate of Exemption, Shed Specification Sheet, and Color/sample Sample Sheet. Your submission must also include a Plot Plan.

   b. If your shed does not qualify for an exemption, the application should include the following forms: Certificate of Appropriateness, Shed Specification Sheet, Color/sample Sample Sheet and 3 sets of either Generic Elevation Sketches (included in the Shed Application) or Building Elevation Drawings. Your submission must also include a plot plan and manufacturer photos (brochure).

14. **Fences**: Some types of fences can qualify for an exemption. Exemptions are explained in detail in the Old King's Highway Regional Historic District Commission, ‘Bulletin’.

   a. If your fence qualifies for an exemption, the submission must include the following forms: Application for Certificate of Exemption, Building Specification Sheet. Your submission must also include a plot plan and if the fence is a manufactured fence and manufacturer photos (brochure).

   b. If your fence does not qualify for an exemption, the application should include the following forms: Certificate of Appropriateness, Building Specification Sheet, and Color/Sample Sheet. Your submission must also include a plot plan and if the fence is a manufactured fence, and 3 sets of manufacturer photos (brochure).

15. **Roof Replacement**: Roof replacement projects may qualify as an excluded item, as an exemption, or neither. Ask the Administrative Assistant for a Roof Replacement handout, which will provide a detailed explanation of what qualifies for exclusion or an exemption.

   a. If the roof qualifies for **exclusion**, there is no need to file with the SHDC.

   b. If the roof qualifies for an **exemption**, the submission must include the following forms: Application for Certificate of Exemption, Building Specification Sheet and Color/Sample Sheet.

   c. If the roof qualifies for **neither** exclusion nor exemption, the submission must include the following forms: Certificate of Appropriateness, Building Specification Sheet and Color/Sample Sheet. The Submission must also include existing photos.
SUGGESTED GUIDANCE FOR APPLICATION REVIEW

For replacement window(s), door(s), and other significant architectural features in historic structures.

1. Establish age of building

2. Solicit input on the historical significance and condition of the feature to be replaced (conduct a site visit if necessary)
   a) Are the features original to the building?
   b) Are the features very old (i.e., 19th century or older)?
   c) Are the features capable of being restored?

3. If the features are original or very old, the applicant should understand that the SHDC generally applies the U.S. Secretary of the Interior’s “Standards for the Treatment of Historic Properties” in their deliberations for the preservation of historical architectural features. Those Standards are explained in a general manner at the following website:

   https://savingplaces.org/stories/preservation-tips-tools-secretary-interiors-standards-explained#.W0Z4D8Inapo

4. If replacement is proposed, the replacement materials should resemble the original material as closely as possible; for historically significant buildings, windows should have real muntins and sills that match the original; doors should be period appropriate, and architectural features should be the same as the original structure.
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Address of proposed work: ___________________________ Map ______ Lot ______

Owner: ___________________________________________ Phone No. ______

Owner's Mailing Address: ____________________________________________

Representative: ___________________________________________ Phone No. ______

Representative’s Mailing Address: ______________________________________

Project Definition (Check all that apply)

Buildings: New Building _____ Existing Building Alteration and/or addition _____

Other: Fence _____ Wall _____ Shed _____ Paving _____ Other ______________________

Signs: New Sign _____ Existing Sign Alteration _____

Painting: Painting of existing building, structure or sign _____

Description of Proposed Project (Include all changes to existing structures, use separate sheet if necessary)

__________________________________________________________

Age: Oldest part of existing building was constructed _______ (year) Height of Structure: _______

Staking: For new construction has the site been staked to show footprint of proposed structure? Yes ____ No ____

Submissions: Please see ‘Submission Requirements for Various Types of Projects’ and refer to ‘Notes Regarding Submission Requirements for Various Types of Projects’ included. Forms attached with submission - check all that apply:

Certified Abutters List & Prepared Envelopes & Stamps _____ COA _____ Building Spec _____

Color/Sample Sheet _____ Shed Spec _____ Sign Spec _____ Landscape Plan _____ Plot Plan _____

Elevation Drawings _____ Generic Elevation Drawings _____ Manufacturer Photos (brochure) _____

Existing Photos _____ Rep. Form _____ SOU _____ Other ______________________

Owner/Representative Signature ___________________________ Date ____________

For Committee Use Only

This Certificate is ______ Approved ______ Approved as Amended ______ Denied

Signed: ___________________________ Dated: ___________________________

By a Vote of: ______ In favor ______ Opposed ______ Abstained

If applicable, Amendment/Denial Condition(s) are listed on the back.

Continuation

To the _______ Mtg.

(Initial) _______ (Date) _______

Vote: ______ ______ ______

This Certificate of Appropriateness will expire 1 year from Committee Approval Date.
If you wish to apply for a one-year extension, you must file a request prior to the Expiration Date.

Rev. 05/01/18
**BUILDING SPECIFICATION SHEET**

Complete this form for all structures except signs, sheds, and roofs that qualify for an exemption. Only fill in the items that apply to the proposed project, not those that currently exist and are not being changed. Check the boxes or fill in the blanks with the required information.

- **Foundation**: Poured Concrete [ ] Concrete Block [ ] Concrete Piers [ ] Wood Piers [ ] Other [ ]
  - Foundation Visible (Distance from grade to bottom of siding or trim): Other [ ]
- **Siding Type**: Clapboard [ ] Shingle [ ] Vertical Board [ ] Other [ ]
  - Siding Material: Red Cedar [ ] White Cedar [ ] Pine [ ] Vinyl [ ] Other [ ]
  - Siding Exposure (inches to weather for horizontal siding such as clapboard shingles): Inches [ ]
- **Roof Pitch (or pitches if more than one)**: Primary Pitch [ ] "of vertical raise in 12" of horizontal run,
  - Secondary Pitch [ ]
- **Roof Material**: Red Cedar [ ] Architectural Asphalt [ ] 3-tab Asphalt [ ] Other [ ]
- **Window Material**: Wood [ ] Vinyl [ ] Vinyl Clad [ ] Aluminum [ ] Other [ ]
- **Window & Door Grilles**: True Divided Lite [ ] Exterior Glued Grille [ ] Between the Glass [ ]
  - Removable Interior Grille [ ] None [ ]
- **Storm Window & Door Material**: Wood [ ] Vinyl [ ] Aluminum [ ] Other [ ]
- **Garage & Barn Door Material**: Wood [ ] Fiberglass [ ] Steel [ ] Aluminum [ ] Other [ ]
- **Garage & barn door design**: Style [ ]
- **Window & Door Trim Material**: Wood [ ] Synthetic [ ] Other [ ]
- **Chimney Material**: Brick [ ] Stone [ ] Metal [ ] Color [ ] Other [ ]
- **Shutter Material**: Wood [ ] Vinyl [ ] Other [ ]
- **Retaining Walls**: Height [ ] inches Length [ ] feet Material [ ] Color [ ]
- **Stone Walls**: Height [ ] inches Length [ ] feet Material [ ] Color [ ]
- **Fences**: Height [ ] inches Length [ ] feet Material [ ] Color [ ]
- **Step Material**: Wood [ ] Concrete [ ] Brick [ ] Flagstone [ ] Stone [ ] Other [ ]
- **Walkway Material**: Brick [ ] Concrete [ ] Flagstone [ ] Crushed stone [ ] Asphalt [ ] Other [ ]
- **Driveway Apron Material**: Asphalt [ ] Granite Block [ ] Other [ ]
- **Driveway Material**: Color [ ]
- **Deck Material**: Wood [ ] Composite [ ] Other [ ]
- **Deck Railings**: Wood [ ] Vinyl [ ] Composite [ ] Color [ ]
- **Deck Foundation**: Poured Concrete [ ] Concrete Piers [ ] Wood Piers [ ] Other [ ]

Visible Mechanical Equipment: (describe): 

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Rev. 4/3/13
<table>
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<tr>
<th>ITEM</th>
<th>MANUFACTURER/COLOR NAME</th>
<th>COLOR CHIP (Attach below)</th>
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<tr>
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</tr>
<tr>
<td>*Building Siding</td>
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<tr>
<td>**Roof Shingles</td>
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<td>Fence</td>
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<td>Sign Body (provide info for each non-letter color)</td>
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<td>Sign Letters</td>
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<tr>
<td>Other Structure</td>
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*If natural, list ‘natural’ in Color Name column. If two types of siding, list each one separately, ex. clapboards (front white cedar shingles (rear and sides). List the colors as ‘building siding 1’ and ‘building side 2’.

**Attach photo of roof shingle from manufacturer’s color brochure. Do not attach a piece of shingle here. If a cedar roof is being proposed, simply list the type of cedar under the Color Name column and do not include a sample.

Rev. 05/20/16
STATEMENT OF UNDERSTANDING

As property owner/contractor/agent for construction at: Map ______ Lot ______

Located at _____________________________________________________________

(Street address)

Proposed Minor Changes to a previously approved Certificate of Appropriateness may be brought before the Committee for review/approval without filing a new application.

A Minor Change Form along with applicable supporting documentation must be submitted to the Historic Committee Administrative Assistant to be placed on an upcoming Agenda. Approval must be obtained before incorporating the change(s) into the project.

Please Note: If a Building Permit has already been issued for the project, the Building Department must receive a Plan Change Request for review/approval. Failure to notify the Building Department of any proposed changes of any previously approved plans/permits may result in the Building Department issuing a stop work order or denying an Occupancy Permit.

If the Committee does not approve the request for Minor Change the applicant may be asked to file an application for a Certificate of Appropriateness.

I have read and understand the above statements.

Signature of Owner/Applicant: ____________________________________________

Date: __________________________

Signature of Committee Chairperson: ____________________________________

Date: __________________________

Rev. 12/2017
Application Number: ______________
Meeting Date: ________________

REPRESENTATIVE DESIGNATION

Date: __________________________

I/We, ______________________________________, hereby designate
(Owner(s)

____________________________________ as my/our representative for all information,
(Representative)

public hearings, and correspondence with the Committee relative to the Certificate of
Appropriateness, Extensions, and Exemptions for work proposed at ________________

_________________________________________, submitted ________________.
(Project Address) (Date)

I/we will raise any questions regarding this project through my/our representative.

Owner Name(s): __________________________
Mailing Address: __________________________
Telephone Number: ________________________ Cell: ________________________
Signature of Property Owner: ________________
Signature of Representative: ________________

PLEASE PRINT OR TYPE

Rev. 4/13
APPLICATION FOR CERTIFICATE OF EXEMPTION

Address of proposed work: ________________________________ Map _____ Lot _____

Owner: _______________________________________________ Phone No. __________________

Owner's Mailing Address: ________________________________

Representative: _________________________________________ Phone No. __________________

Representative’s Mailing Address: _________________________

Project Definition (Check all that apply)

Buildings: New Building _____ Existing Building Alteration and/or addition _____

Other: Fence _____ Wall _____ Shed _____ Paving _____ Other ____________________________

Painting: Painting of existing building, structure or sign _____

Description of Proposed Project (Include all changes to existing structures, use separate sheet if necessary)

________________________________________________________________________

Exemption Qualifications: (Check all that apply)

_____ Project is not visible from a ‘way’ or ‘public place’ as defined (page 5) in the Old King's Highway Regional Historic District Commission, ‘Bulletin’ Section 3:04

_____ Project is as included in the Old King's Highway Regional Historic District Commission, ‘Bulletin’ Section 3:04

Submissions: Please see ‘Submission Requirements for Various Types of Projects’ and refer to ‘Notes Regarding Submission Requirements for Various Types of Projects’ included. Forms/Information attached - check all that apply:

COE_____ Building Spec _____ Shed Spec _____ Color/Sample Sheet _____ Plot Plan _____

Elevation Drawings _____ Manufacturer Photos (brochure) _____ Existing Photos _____ Rep. Form _____

Owner/Representative Signature __________________________ Date __________________

This Certificate of Exemption will expire 1 year from Committee Approval Date. If you wish to apply for a one-year extension, you must file a request prior to the Expiration Date.
LIST OF ABUTTERS
REQUEST FOR CERTIFICATION

NOTE: PLEASE ALLOW TEN BUSINESS DAYS FOR A LIST TO BE CERTIFIED BY ASSESSORS, PER MGL 66, S.10. LISTS ARE CERTIFIED ON A ‘FIRST COME, FIRST SERVE’ BASIS, PLEASE PLAN YOUR TIME FRAME ACCORDINGLY.

DATE OF REQUEST ______________________ PERSON REQUESTING CERTIFICATION ______________________

CONTACT PHONE NUMBER AND/OR EMAIL: ______________________________________________________

SIGNATURE: ______________________________________________________________________________

NAME OF PROPERTY OWNER/APPLICANT: _________________________________________________________

STREET LOCATION OF PROPERTY: ___________________________________________________________

MAP NUMBER: ________ PARCEL NUMBER: _________

NUMBER OF ABUTTERS ON LIST _______ (INCLUDES OWNER)

THE APPLICATION IS FOR:

_____ Board of Appeals (Variance, Special Permit, Comprehensive Permit)

_____ Planning Board (Special Permit)

_____ Planning Board (Definitive Plan)

_____ Selectmen (Road Taking)

_____ Selectmen (Utility/Pole Location)

_____ Selectmen (Gasoline/Oil Storage Tank)

_____ Selectmen (Liquor License)

_____ Conservation Commission (Notice of Intent/Request for Determination of Applicability)

X Historic District (Certificate of Appropriateness/Demolition or Removal)

_____ Board of Health (Site Assignment)

_____ Other (specify) ______________________________________________________

For Assessors Use

_____ The attached list has more than three errors. Please submit a corrected list.

_____ The attached list is certified to be a correct listing of abutters for the described application based on the most recent tax list.

Fee: __________________ Date Paid: __________________ Method of Payment: __________________

Employees Initials: __________________ Certified By: __________________