## SANDWICH HISTORIC DISTRICT COMMITTEE

### MEETING NOTICE

#### 2020

<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>
</tr>
</thead>
<tbody>
<tr>
<td>December 17, 2019</td>
<td>December 27, 2019</td>
<td>January 8, 2020</td>
</tr>
<tr>
<td>December 31, 2019</td>
<td>January 10, 2020</td>
<td>January 22, 2020</td>
</tr>
<tr>
<td>January 21, 2020</td>
<td>January 31, 2020</td>
<td>February 12, 2020</td>
</tr>
<tr>
<td>February 4, 2020</td>
<td>February 14, 2020</td>
<td>February 26, 2020</td>
</tr>
<tr>
<td>February 18, 2020</td>
<td>February 28, 2020</td>
<td>March 11, 2020</td>
</tr>
<tr>
<td>March 17, 2020</td>
<td>March 27, 2020</td>
<td>April 8, 2020</td>
</tr>
<tr>
<td>March 31, 2020</td>
<td>April 10, 2020</td>
<td>April 22, 2020</td>
</tr>
<tr>
<td>April 21, 2020</td>
<td>May 1, 2020</td>
<td>May 13, 2020</td>
</tr>
<tr>
<td>May 5, 2020</td>
<td>May 15, 2020</td>
<td>May 27, 2020</td>
</tr>
<tr>
<td>May 19, 2020</td>
<td>May 29, 2020</td>
<td>June 10, 2020</td>
</tr>
<tr>
<td>June 2, 2020</td>
<td>June 12, 2020</td>
<td>June 24, 2020</td>
</tr>
<tr>
<td>June 16, 2020</td>
<td>June 26, 2020</td>
<td>July 8, 2020</td>
</tr>
<tr>
<td>June 30, 2020</td>
<td>July 10, 2020</td>
<td>July 22, 2020</td>
</tr>
<tr>
<td>July 21, 2020</td>
<td>July 31, 2020</td>
<td>August 12, 2020</td>
</tr>
<tr>
<td>August 4, 2020</td>
<td>August 14, 2020</td>
<td>August 26, 2020</td>
</tr>
<tr>
<td>August 18, 2020</td>
<td>August 28, 2020</td>
<td>September 9, 2020</td>
</tr>
<tr>
<td>September 1, 2020</td>
<td>September 11, 2020</td>
<td>September 23, 2020</td>
</tr>
<tr>
<td>September 22, 2020</td>
<td>October 2, 2020</td>
<td>October 14, 2020</td>
</tr>
<tr>
<td>October 6, 2020</td>
<td>October 16, 2020</td>
<td>October 28, 2020</td>
</tr>
<tr>
<td>October 20, 2020</td>
<td>October 30, 2020</td>
<td>November 12, 2020</td>
</tr>
<tr>
<td>November 17, 2020</td>
<td>November 27, 2020</td>
<td>December 9, 2020</td>
</tr>
<tr>
<td>December 22, 2020</td>
<td>January 1, 2021</td>
<td>January 13, 2021</td>
</tr>
<tr>
<td>January 5, 2021</td>
<td>January 15, 2021</td>
<td>January 27, 2021</td>
</tr>
</tbody>
</table>

---

**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 APPR O.P.</th>
<th>BLDG. SPEC. SHEET</th>
<th>COLOR/SAMPL E 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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notes</strong></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5 &amp; 12</td>
<td>6 &amp; 11</td>
<td>7</td>
<td>8</td>
<td>11</td>
<td>11</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>(See Details next 2 pgs.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TYPE OF PROJECT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demolish Building</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X (If not clearly depicted on elevations)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New House OR Comm. Bldg.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X (If appl.)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Garage/Barn</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X (If not clearly depicted on elevations)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Addition</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X (If not clearly depicted on elevations)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alterations</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X (If not clearly depicted on elevations)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Note 11</td>
<td>Note 11</td>
<td>X (design)</td>
<td>X (to show location)</td>
<td></td>
</tr>
<tr>
<td>Roof Replacement</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>Note 12</td>
<td>Note 12</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shed</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X (of existing home/property)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fence</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X (existing)</td>
<td>Note 13</td>
<td>Note 13</td>
<td>X</td>
<td>X (of existing home/property)</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>SOME COMMON PROJECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISIBILITY</td>
</tr>
<tr>
<td>ROOF REPLACEMENT</td>
</tr>
<tr>
<td>SHED</td>
</tr>
<tr>
<td>FENCE</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.

Rev. 03/2018
SUGGESTED GUIDANCE FOR APPLICATION REVIEW

For demolition of historic structures (75 + years old)

"The Committee may refuse a permit for the demolition or removal of any building or structure of architectural or historic interest, the removal of which in the opinion of the Committee would be detrimental to the public interest."

1. Establish age of the building

2. Guidelines from the Secretary of the Interior recommend demolition as a last resort.

3. Review Town Archives records and MACRIS records

4. Solicit input on historical significance from the Sandwich Historical Commission (conduct a site visit if necessary)

   a) Is the structure in a National Historic District?
      1) Jarvesville, Town Hall, Spring Hill
   b) Is the structure listed as "a structure of special significance"?
   c) Does the building contribute locally to the character of the area?

5. Committee may obtain analysis from historical preservation experts at no cost to the applicant, any fees, if applicable paid for by Sandwich Historical Commission.

   a) Thomas Turcketta (Brewster)
   b) David Ottinger (Boston)
   c) Sarah Korjeff, Historic Preservation Specialist (Cape Cod Commission)
   d) Ian Ellison, Cape Cod Historical Specialist (Brewster)
   e) John Cullity (Local Resource)

6. If demolition is approved
   a) Request for salvaging original materials, timbers, planks, for preservation and reuse
   b) Request for SHDC or Sandwich Historical Commission to make exterior and interior photographic record for submission to Town Archivist
   c) Request for new construction replication (as close as reasonably possible with current building codes)
      a. The building may be lost but the historical appearance may be preserved.
APPLICATION FOR CERTIFICATE OF DEMOLITION/REMOVAL

Address of proposed work: ___________________________ Map ______ Lot ______

Owner: ___________________________ Phone No. ______________________

Owner’s Mailing Address: _____________________________

Representative: ___________________________ Phone No. ______________________

Representative’s Mailing Address: _____________________________

Type of Building to be Demolished/Removed:

Age: Oldest part of existing building was constructed ________ (year)

Description of Reason for Proposed Demolition/Remove: _____________________________

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 - check all that apply:

Certified Abutters List & Prepared Envelopes & Stamps ______ Application for Cert. of Demo/Removal ______

Plot Plan ______ Existing Photos ______ Other ______ Rep. Form ______ SOU ______

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 Demolition/Removal 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. 05/01/2018
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
REPRESENTATIVE DESIGNATION

Date: __________________________

I/We, ___________________________, hereby designate ____________________________ as my/our representative for all information, 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
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)

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

☐ Board of Health (Site Assignment)

☐ Other (specify) ______

CERTIFIED
ABUTTERS’ LIST
MUST BE PAID IN
ADVANCE.
THANK YOU.

******************************************************************************

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: __________________