# 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>
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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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<tbody>
<tr>
<td><strong>Notes</strong></td>
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<td>New Garage/Barn</td>
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<td>Sign</td>
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<td>Note 11 (design)</td>
<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>
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<tbody>
<tr>
<td>ROOF REPLACEMENT</td>
<td>Wooden Shingles, Asphalt in Black, Gray or Dark Brown</td>
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<tr>
<td>SHEED</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>
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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.
Sign Information

The visual impact of advertising and business identification signs has an enormous effect on the character of our villages. Signs can attract business by good design that compliment the beauty of their surroundings, or they can destroy it by being blatant, loud, and irritating. The District's business economy is built and dependent upon the unique natural beauty of the villages. Preserving this environment is the essence of good business. The following guidelines are to establish a framework for good design that will help protect our businesses and encourage their successful growth and development. Circa signs ("C. 1800") are permissible but should be placed so as not to be confused with the property's address.

1. **Size:**
   a. **Desirable:** Signs which do not exceed the size of other signs in the neighborhood and which will not stimulate a growth in sign size within the neighborhood will generally be approved. Local sign codes and the zoning by-laws establish maximum size limitations. Frequently these maximum size limitations are excessive for specific neighborhoods and should not be relied upon for determination or appropriateness. Temporary real estate signs should not exceed three (3) square feet in area.
   b. **Undesirable:** Bigger is not better and signs whose size will stimulate competing business to enlarge their sign to match or exceed the one seeking approval will generally not be approved example, signs in excess of twelve (12) square feet in area.

2. **Number of Signs:**
   a. **Desirable:** One well designed sign per premises combining and reducing the number of signs on a premise will reduce confusion and insure that the broadest attention is given to the message contained therein.
   b. **Undesirable:** Disjointed multiple signs conveying multiple messages and each promoting a single product, service or business create confusion.

3. **Message:**
   a. **Desirable:** A simple sign identifying the type of business or services available on the premises and expressing the character and quality of the products and services available are to be encouraged.
   b. **Undesirable:** Multiple signs promoting and advertising specific products, prices or name brands which tend to compete with one another for the attention of the observer should be avoided.

4. **Design character:**
   a. **Desirable:** Signs that blend well with the Cape Cod type of architecture.
   b. **Undesirable:**
      i. Overly ornate design
      ii. Grotesque block forms and colors
      iii. Glittering urban "chrome-plastic-neon" designs.
      iv. Commercial window or exterior signs (gas, beer, soda, daily specials, etc.)
5. **Materials:**

a. **Desirable:** Backgrounds of wood (redwood, cedar, etc.) Planking or exterior grade plywood. Letters cut out, or painted on, or incised with contrasting color. Quarter board carved. Separate raised letters of wood or black iron can also be effective applied to building walls. Anchorage of signs should be as simple and inconspicuous as possible, compatible with necessary strength. Structural supports for free-standing signs are preferably of wood timbers. Rigid-steel framework, if used, should be painted dark brown, matte finish. Natural stone planters can be used to provide greater protection for the sign and give opportunity for landscaping.

b. **Undesirable:**
   i. Bright chrome or stainless steel or lettering
   ii. Shiny metal or plastic backgrounds

For more detailed information, please refer to the Old King's Highway Regional Historic District Commission, 'Bulletin'
Application Number: ____________________________________
Submission Date: ____________________________________
Meeting Date: _______________________________________

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. 05/01/2018
SIGN SPECIFICATION SHEET

SIGN PROJECT:  New Sign _____  Modify Existing Sign _____
If modifying existing sign, explain changes proposed to current sign:

SIGN LOCATION:  Building Façade _____  Post _____  Window _____  Other  
SIGN FACES:  Single Face _____  Double-Faced _____  Other  
SIGN DIMENSIONS:  Height _____  Length _____  Square Feet (per face) _____

HEIGHT OF POST:  

BOTTOM OF SIGN TO GROUND:  
DISTANCE FROM STREET:  

COLORS:  Body  Letters  Other  

MATERIAL:  Wood _____  (Mandated by the Town Bylaw Section 6.6)

LETTERING and/or DESIGN:  Bas relief _____  Incised _____  Other  

LETTER HEIGHT & FONT:  Height _____  Font Style  

LIGHTING:  down lighting _____  up lighting _____  light shielded from street _____  
Other  

TYPE OF LIGHT SOURCE:  incandescent _____  fluorescent _____  halogen _____ other  

Rev. 12-2017
<table>
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<tr>
<th>ITEM</th>
<th>MANUFACTURER/COLOR NAME</th>
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<td>*Building Siding</td>
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<td>**Roof Shingles</td>
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<td>Trim</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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<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.
STATEMENT OF UNDERSTANDING

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

Located at ____________________________________________

(Straet 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: ________________________________
APPLICATION NUMBER: 

MEETING DATE: 

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 __________________________.

(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
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: ____________________