

**TOWN OF NEW SHOREHAM
HISTORIC DISTRICT COMMISSION
CERTIFICATE OF APPROPRIATENESS APPLICATION PAGE I OF 2
For Preliminary and Final Review**

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: _____

Preliminary Review: Any person contemplating work in the Historic District is encouraged to meet with the Commission to discuss plans and concepts before irrevocable decisions are made. All new construction projects will require Preliminary Review prior to Final Review and the Certificate of Appropriateness.

Description of Work to be Performed (use additional pages if needed):

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:

Preliminary Review Fee: \$10.00

Final Review Fee as follows:

<u>Cost of Proposed Work</u>	<u>Fee</u>
Under \$ 1,000	\$ 25.00
\$ 1,001 to \$ 50,000	\$ 50.00
\$ 50,001 to \$100,000	\$ 75.00
Over \$100,001	\$100.00

**** 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 Chair: _____ Date: _____

Action taken by HDC Board: _____ Date: _____

THE APPLICATION WILL NOT BE HEARD BY THE HDC WITHOUT A REPRESENTATIVE OF THIS PROJECT PRESENT AT THE MEETING.

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

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All submitted material shall be received by the Town at least 10 days before the regularly scheduled HDC meeting. Incomplete applications or late submittals will not be accepted.

THE APPLICATION WILL NOT BE HEARD BY THE HDC WITHOUT A REPRESENTATIVE OF THIS PROJECT PRESENT AT THE MEETING.

THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH THIS APPLICATION:

1. Ten (10) completed copies of the application and all submitted material for hearing, signed by the applicant and, if the applicant is not the owner, co-signed by the owner of the property. Applicant may be allowed to provide only one copy of actual building material samples.
2. If the applicant is not the owner, the owner must execute a duly authorized affidavit, or a form provided by the Town of New Shoreham.
3. **For Preliminary Review:** Schematic floor plans and a prominent exterior elevation at a minimum scale of 1/8"=1'-0", and a sketch site plan showing the proposed building footprint and the footprints of the adjacent property structures at a minimum scale of 1"=20'-0".
4. **For Final Review:**
 - a. 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.
 - b. If applicable (new construction or major addition), a site plan of the property identical to the site plan required by the Zoning Board showing all existing and proposed improvements, roads, driveways, parking, landscaping, topography, etc. No projects will be reviewed for the final approval which have not received Zoning and Planning approval.
 - c. 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 the floor plans and/or elevations.
 - d. 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.
 - e. When requested by the Commission, especially for large-scale, visually-impacting projects, the Applicant shall provide a colored perspective 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 accurate as to both scale and color representation. The model 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.

PLEASE NOTE

Once approved, this Certificate of Appropriateness, along with the signed, approved plans must be forwarded to the Building Department in order to obtain a valid Building Permit.