

HISTORIC DISTRICT COMMISSION



MAJOR PROJECT APPLICATION

A	Project Name:	For Staff Use Only: Date Received :
	Tax Map Parcel number(s) ----- -----	Community Development Department File # _____
		Project Address:
		Square Footage of Parcel:
		Zoning District:
Applicant	PRINTED Name/Co.:	Owner
	Address:	
	Telephone: E-mail:	
	Signature:	
	Printed Name:	
Owner	PRINTED Name/Co.:	Exemptions Requested (for materials not submitted)
	Address:	
	Telephone: E-mail:	
	Signature:	
	Printed Name:	
B	Descriptive Narrative Including: <ul style="list-style-type: none"> ✓ Type of alteration ✓ Reason for alteration ✓ Location of alteration ✓ Material selection ✓ Site features ✓ Landscape features 	Circle one: YES NO (If YES see section H)
C	A complete application must include the following:	
	<input type="checkbox"/> Two (2) copies of completed application forms <input type="checkbox"/> Two (2) copies of Descriptive Narrative <input type="checkbox"/> FEES covering the costs of processing, legal notice, advertising the public hearing, mailing notices out to abutters <input type="checkbox"/> Signed and Notarized Abutters List (direct Abutters only) <input type="checkbox"/> Two (2) sets of Mailing Labels for abutters	<input type="checkbox"/> Copies of any Zoning Board of Adjustment actions <input type="checkbox"/> Three (3) copies of site plan (see Section D) <input type="checkbox"/> Three (3) color copies of architectural elevations (see Section E) <input type="checkbox"/> Scale and Massing Depictions (see Section F) <input type="checkbox"/> Material Examples (see Section G)

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Streetscape and Building Site

D

SITE PLAN

3 copies of Site Plan (*maximum scale of 1" = 50'*)

Existing Site Conditions

Landscaping	Walkways, Driveways, Alleys & Parking areas
Site Features	Utilities, Services & Machinery
Lighting	Dumpsters

Site Features including but not limited to:

Fences	Mounting Blocks
Walls	Cellar holes
Posts	Stonewalls
Trees	Cemeteries

Location and Footprint of Existing Structures:

Both Main Site and Abutting Sites

- Buildings
- Accessory buildings
- Lot lines

Including:

Abutter names
TMP numbers

E

BUILDING ELEVATIONS

5 copies of Elevation Plans (*maximum scale of 1/4" = 1' or greater*)

Visual and Architectural Details for EACH Proposed Façade Alteration:

Accurate Dimensions of:

- | | |
|-----------|-----------|
| * Windows | * Molding |
| * Doors | * Trim |
| * Entries | * Decks |

Clear Depictions of:

- | | |
|---|----------------------------|
| * Construction Materials | * Finishes |
| * Colors | * Façade height and length |
| * Any Portions Proposed for Demolition or Removal | |

F

SCALE & MASSING

- Photographs Renderings Line Sketches

G

MATERIALS

Applicant should provide:

- Cut Sheets of Building Materials (eg. Siding, Roofing...)
- Cut Sheets and/or Specifications for Windows and Doors
- Cut Sheets and/or Specifications for Exterior Lighting Fixtures

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H

EXEMPTION(S) REQUESTED

Please list any requested exemptions below:	For Staff Use Only:		
	Approved	Denied	Conditions
1) _____	<input type="checkbox"/>	<input type="checkbox"/>	
2) _____	<input type="checkbox"/>	<input type="checkbox"/>	
3) _____	<input type="checkbox"/>	<input type="checkbox"/>	
4) _____	<input type="checkbox"/>	<input type="checkbox"/>	
5) _____	<input type="checkbox"/>	<input type="checkbox"/>	
6) _____	<input type="checkbox"/>	<input type="checkbox"/>	

I

FURTHER INFORMATION REQUIRED

For Staff Use Only:

Large empty area for providing further information required.