

HISTORIC DISTRICT COMMISSION



MINOR 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	PRINTED Name/Co.:	
	Address:			Address:	
	Telephone: E-mail:			Telephone: E-mail:	
	Signature:			Signature:	
	Printed Name:			Printed Name:	

B	Descriptive Narrative Including:	<input checked="" type="checkbox"/> Type of alteration
		<input checked="" type="checkbox"/> Reason for alteration
		<input checked="" type="checkbox"/> Location of alteration
		<input checked="" type="checkbox"/> Material selection
		<input checked="" type="checkbox"/> Site features
		<input checked="" type="checkbox"/> Landscape features

Exemptions Requested (for materials not submitted)

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"/> Three (3) color copies of architectural elevations (see Section E)
	<input type="checkbox"/> Two (2) copies of Descriptive Narrative	<input type="checkbox"/> Scale and Massing Depictions (see Section F)
	<input type="checkbox"/> Any FEES associated with the project	<input type="checkbox"/> Material Examples (see Section G)
	<input type="checkbox"/> Three (3) copies of site plan (see Section D)	

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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 number

E

BUILDING ELEVATIONS

3 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

H

EXEMPTION(S) REQUESTED (list requests below)

Staff Comments: