

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Building address _____

Owner of building _____ Phone _____

Owner's **email** & mailing address _____

Applicant _____ Phone: _____

Applicant's **email** & mailing address _____

Street and Number

City

State

Zip Code

APPLICANT MUST ATTEND MEETING FOR CASE TO BE HEARD.

USE THE CHECKLIST ON THE BACK OF THIS APPLICATION TO ENSURE YOUR SUBMISSION IS COMPLETE.

*Application form, photographs, and drawings must be submitted **2 weeks prior** to the regular scheduled meeting in order to be placed on the agenda for the next meeting.*

1. PHOTOGRAPHS - Photographs of your building and neighboring buildings **must accompany** your application.

2. TYPE OF WORK PROPOSED – Check all that apply. Please bring any samples or manufactures specifications for products you will use in this project.

- | | |
|--|---|
| <input type="checkbox"/> Trim and decorative woodwork | <input type="checkbox"/> Skylights |
| <input type="checkbox"/> Siding and Masonry | <input type="checkbox"/> Metal work |
| <input type="checkbox"/> Roofing, gutter and downspout | <input type="checkbox"/> Light fixtures |
| <input type="checkbox"/> Windows, doors, and associated hardware | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Storm windows and storm doors | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Shutters and associated hardware | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Paint (Submit color chips – HARB only) | |

3. DRAWINGS OF PROPOSED WORK – Required drawings **must accompany** your application. Please submit **ONE ORIGINAL AND TEN (10) COPIES OF DRAWINGS, PHOTOGRAPHS, APPLICATION FORM, AND ANY SPECIFICATIONS**

- Alteration, renovation, restoration (1/4 or 1/8"=1'0" scale drawings required IF walls or openings altered.)
- New addition (1/4" or 1/8"=1'0" scale drawings: elevations, floor plans, site plan)
- New building or structure (1/4" or 1/8"=1'0" scale drawings: elevations, floor plans, site plan)
- Demolition, removal of building features or building (1/4" or 1/8"=1'0" scale drawings: elevation of remaining site and site plan)
- A scale drawing, with an elevation view, is required for all sign submittals

4. DESCRIBE PROJECT – Describe any work checked in #2 and #3 above. Attach additional sheets as needed.

5. APPLICANT'S SIGNATURE _____ **DATE:** _____

OWNER'S SIGNATURE _____ **DATE:** _____

Application Checklist

Historical Architectural Review Board

Historic Conservation Commission

Please use the following checklist to ensure your application is complete.

Incomplete submissions shall be returned to the applicant.

AN ORIGINAL AND 10 COPIES OF APPLICATION AND ALL ACCOMPANYING DOCUMENTATION MUST BE SUBMITTED FOR CASE TO BE HEARD

1. **PHOTOGRAPHS** – All submissions **MUST** have photographs. Provide clear photographs of your structure and the structures on either side of it so we can understand the property as it relates to its neighbors. Close up views of the work to be done can assist us in the review of your project.
2. **TYPE OF WORK PROPOSED** – Tell us what you wish to do by checking the appropriate category or categories on the application.
3. **DRAWINGS** – Drawings are required for Alterations, renovations, or restoration **IF** walls or openings in walls (windows, doors) are altered. This includes additions, new structures and signs including location of sign. Scale drawings with an elevation view are required for sign submittals.
4. **DESCRIPTION OF WORK** – Provide all information required under this heading. For example, if you are planning to paint your home, add a skylight, and replace the front door, you will need to bring paint chips for each color you plan to use (north side HARB only), and provide manufacturer’s descriptions (specifications) and pictures of the skylight and door you plan to use.
5. **DESCRIBE THE PROJECT** – Describe your project as clearly and completely as you can.
6. **SIGNATURE** – Don’t forget to sign and date your application.

2021 HCC

MEETING THIRD MONDAY OF EACH MONTH AT 6 PM IN TOWN HALL

DEADLINE FOR SUBMISSION	MEETING DATE
January 4	January 25 (note change)
February 1	February 22 (note change)
March 1	March 15
April 5	April 19
May 3	May 17
June 7	June 21
July 6 (note change)	July 19
August 2	August 16
September 7 (note change)	September 20
October 4	October 18
November 1	November 15
December 6	December 20

2021 HARB

MEETING FIRST WEDNESDAY OF EACH MONTH AT 5 PM IN TOWN HALL

DEADLINE FOR SUBMISSION	MEETING DATE
December 23	January 6
January 20	February 3
February 17	March 3
March 24	April 7
April 21	May 5
May 19	June 2
June 23	July 7
July 21	August 4
August 18	September 1
September 22	October 6
October 20	November 3
November 17	December 1

Please be aware the submission deadline is 2 weeks prior to the meeting date.