

CERTIFICATE OF APPROPRIATENESS APPLICATION
HISTORIC DISTRICT COMMISSION
TOWN OF SANDWICH
PO Box 194
Center Sandwich, NH 03227-0194

The Historic District Commission (HDC) has an obligation to the citizens of Sandwich who voted for its existence. We want to work with applicants to accommodate their needs as much as possible within the Guidelines attached to this application. The HDC meets at 5:30 PM on the 3rd Tuesday of each month when there are applications before the Commission. Complete applications are due fifteen (15) days before the meeting to give members a chance to acquaint themselves with the property to be considered.

The presence of the Applicant or Agent at the meeting and a Complete Application are prerequisites for the HDC to consider the submitted application. The HDC encourages prospective applicants unfamiliar with the process to contact the chairperson to informally discuss proposed projects. Please call Sandwich Town Hall at (603) 284-7701 for contact information.

**PLEASE CAREFULLY READ THE ATTACHED GUIDELINES
BEFORE PROCEEDING WITH THE APPLICATION**

Date of Application _____ Tax Map Page _____ Lot # _____
Street Address of Property _____

Property Owner (Applicant):	AGENT for Applicant:
Name _____	Name _____
Address _____	Address _____
_____	_____
Telephone # _____	Telephone # _____
Email _____	Email _____

The following are required by the HDC to be made part of this application:

1. A general description of the proposed project. This description must address, in order, each of the structural and non-structural features listed in the GUIDELINES that are applicable for the proposed project. Attach specific supporting documentation, such as paint chips, manufacturer’s literature and specifications, photographs, drawings, etc. If listed feature is not applicable, then note: N/A.
2. A copy of a Site plan showing the location of the proposed activities relative to existing building(s) and property lines. (“To scale” Site plans are required when there is a change in the footprint to existing building(s) or there is new construction.)
3. A sketch or scaled drawing showing in cross sectional view(s) the architectural style of the structural and nonstructural features of proposed project.

The Applicant must fill out the checklist on the backside of this application and sign as confirmation of completeness. Please be aware that the first order of business at the HDC meeting will be to check the completeness of the application. Any application found to be incomplete will be tabled.

Commission Use: Date: _____ Approved _____ Disapproved _____
Special Conditions listed on back _____

Co-Chair, Historic District Commission

Co-Chair, Historic District Commission

HISTORIC DISTRICT APPLICATION CHECKLIST

DATE OF APPLICATION:
 PROPERTY OWNER(S):
 ADDRESS:
 MAP-LOT:

HDC MEETING DATE REQUEST:

EXISTING BUILDING
 NEW CONSTRUCTION

APPLICANT TO FILL OUT THIS SECTION			HDC REVIEW		
APPLICATION SECTION	APPLICABLE	NOT APPLICABLE	COMMENTS (Reference Section of Attached Application Materials)	MEET GUIDELINES	EXCEPTION REQUIRED
STRUCTURAL FEATURES					
1. ARCHITECTURAL STYLE					
2. SIDING					
3. COLOR					
4. ROOF					
5. WINDOWS					
6. SHUTTERS					
7. DOORS					
8. CHIMNEYS					
9. PORCHES					
10. GARAGES					
11. SOLAR					
NON-STRUCTURAL FEATURES					
1. FENCES					
2. SIGNS					
3. OUTDOOR LIGHTING					
4. LANDSCAPING					
5. RECREATIONAL FACILITIES					
6. LAND USE					

I, as property owner, approve the information contained within this application; and hereby authorize _____ to act as my AGENT in the processing of this application and to furnish, upon request, supplemental information in support of this application.

I have reviewed the HDC Guidelines and the Certificate of Completeness Application and certify that the submitted application is complete.

 (Signature of Property Owner)