



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

The Historic District Commission (HDC) has an obligation to the citizens of Sandwich who voted for its existence. We work with applicants to accommodate their needs as much as possible within the Historic District Guidelines. 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 application. The HDC encourages prospective applicants unfamiliar with the process to contact the chairperson to informally discuss proposed projects. Please call Town Hall at (603) 284-7701 for contact information.

*** CAREFULLY READ HDC GUIDELINES BEFORE COMPLETING APPLICATION***

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

Property Owner(s) (Applicant(s)):
 Name _____
 Address _____

 Phone _____
 Email _____

AGENT for Applicant:
 Name _____
 Address _____

 Phone _____
 Email _____

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

1. A general description of the proposed project that addresses 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.
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 the proposed project.
4. HDC Checklist, completed and signed.

Incomplete applications 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)