

SANDWICH HISTORIC DISTRICT GUIDELINES

When an Application for Certificate of Appropriateness Is Required: A Certificate of Appropriateness is an approval issued by the Historic District Commission for an application that proposes changes to or construction of a structure located within the Historic District.

Application for Certificate of Appropriateness must be secured for change of land use and for all alterations, restoration, moving, demolition, new construction, or construction involving change of exterior appearance to any side of a building within the Historic District visible to the public. This includes, but is not limited to, change of roof materials, siding, chimneys, porches, decks and terraces, fences, signs, windows, doors, outdoor lighting, garages, ground-mounted equipment, solar arrays, outbuildings, barns, and landscaping, even though a Town of Sandwich building permit may not be required. Routine repairs and painting that do not alter the present design or materials do not require a certificate.

GUIDELINES

The following guidelines do not anticipate all possible proposed changes. Unique situations will have to be evaluated by the Commission and the decisions concerning them will be made with these guidelines in mind.

These guidelines will be applied to buildings as follows:

1. Existing Buildings: All additions and exterior changes will be considered on an individual basis with emphasis on fidelity to historical accuracy and harmony with their settings and with other Historic District buildings.
2. New Construction: The exterior of the building is to be consistent with the scale of the historic architecture and design and in harmony with their settings and with other Historic District buildings.

STRUCTURES:

1. Architectural Style: The architecture and proportions of the structure shall be consistent with those buildings within the Historic District.
2. Siding: Siding shall be wood clapboards or wood shingles. On outbuildings siding shall be vertical wood, wood board and batten, wood clapboard or wood shingles. The siding of the outbuildings shall be in harmony with the principal structure.
3. Color: Colors should be appropriate to the historical period of the building. Color samples must be provided at the HDC meeting.

4. Roof: Rooflines and roofing material shall be consistent with the roof and roofing of the building at issue in the application, as well as with other buildings existing in the Historic District. Samples of roofing materials must be provided at the HDC meeting.
5. Windows: Arrangement, style, size and reveal of the windows shall be consistent with the windows of the building at issue in the application, as well as with other buildings within the Historic District. Product description of windows must be provided with the application. If storm windows and storm doors are aluminum, white anodized is preferable.
6. Shutters: Shutters must be wooden and shall be of proper size, i.e. would cover the window if closed.
7. Doors: Size and style shall be consistent with the building at issue in the application, as well as with buildings within the Historic District. Product description of doors must be provided with the application.
8. Chimneys: Chimneys shall be brick or brick faced. Stucco chimneys will be considered if historically accurate.
9. Porches, Decks and Terraces: New construction shall be consistent with existing porches, decks and terraces of buildings in the Historic District and all shall be in harmony with the structure to which they are attached. Plans with material descriptions must be provided at the HDC meeting.
10. Garages: garages shall relate architecturally to the building they will serve and be consistent with other garages in the Historic District.

NON-STRUCTURAL FEATURES:

1. Fences and Stone Walls: Fences and stone walls shall be no higher than 4 feet and shall be set back 2 feet from the property line and 25 feet from the centerline of the road. Fences shall be of white picket, other wood construction or black wrought iron. Drawings or photographs must be presented with the application.
2. Signs: All signs and their proposed installations must be presented to the HDC. Permanent and temporary signs (including banners) shall not exceed 6 square feet in size. Neon or blinking signs are not acceptable. Lighting of exterior signs is not desirable, but will be considered upon showing of hardship. Signs shall be limited to 3 per business, (2 directional 6" x 36" on town signposts) and one sign not more than 6 square feet at the site of the business. For freestanding signs at the site of the business, the sign shall not be more than six square feet for the sign itself and shall not exceed nine square feet in total, including the support for the sign. In the case of temporary signs the Commission will have the discretion to regulate sign dimension, materials,

appearance and location. All proposed signage must be presented to the committee with actual color samples.

3. Outdoor Lighting: Appropriate incandescent or warm LED lighting shall be used. Area lighting (flood lighting) is not acceptable but will be considered upon a showing of hardship.
4. Ground-Mounted Equipment: includes but is not limited to, Air-conditioner condensers, generators, heat exchangers, and satellite dishes. All equipment and associated conduit shall be installed in an unobtrusive location and screened to prevent visibility from the street, with either fencing, planting or both.
5. Solar: All solar panel installations must be considered on a case by case basis recognizing that the best option will depend on the characteristics of the property under consideration. The objective is to preserve the character-defining features and historic fabric while accommodating the need for solar access. Installations shall not alter the features and spaces that characterize the property. The removal of historic materials that characterize the property shall be avoided. Free standing panels shall be kept out of sight from the main street to the extent possible; if not feasible to do so, alternative solar power generation systems shall be considered before free standing panels, which can be seen from the street, are permitted.
6. Landscaping: Where changes of ground level are required for the installation of foundations, septic systems, etc., appropriate fill and grading is required to make the altered area conform to its surroundings.
7. Recreational Facilities: Tennis courts, swimming pools, etc., will be considered upon application. Primary consideration will be given to abutter opinion and degree of public visibility.
8. Land Use: it is in the interest of the Town and of the Historic District to encourage the continuance of land uses that are appropriate to the area and which involve no alteration to a structure.
 - Exceptions to the above based on hardship may be considered and granted by the Commission.

PROCEDURES FOR THE SANDWICH HISTORIC DISTRICT COMMISSION

The Commission is composed of seven (7) members appointed by the Board of Selectmen for staggered three year terms. One member shall be a member of the Board of Selectmen and not less than four (4) members shall be residents of the Historic District. A quorum shall consist of four (4) members, except that a lesser number may adjourn any legally called meeting to a later date, giving public notice of the adjournment.

1. Meetings: The Commission shall meet on the third Tuesday of each month in the Town Hall or by Zoom at 5:30 p.m. Three consecutive or six total unexcused absences may be cause for removal from the Commission. Emergency meetings may be convened on request of the Chairman or three members of the Commission. All meetings are to be conducted in accordance with the Right to Know Law RSA 91-A.
2. Applications and Fees: Applications for Certificates of Appropriateness shall be made on application forms available from the Selectman's Office. For consideration at a scheduled meeting of the Commission, the application must be filed with the secretary or designated agent of the Board of Selectmen at least fifteen (15) days before the date of that meeting. Copies of plans or sketches or drawings shall accompany applications. Samples of proposed materials shall be presented either with the application or at the HDC meeting. Fees in the amount of \$3.00 per abutter may be required for any major reconstruction, new construction, or exterior construction at the discretion of the Historic District Commission.
3. Informal consultation: The applicant may ask for an informal consultation with the Commission Chair(s) prior to submitting an application. The Chairs may provide general guidance to the applicant, as appropriate, on Commission process and precedent but may not indicate whether the Commission is likely to approve or disapprove the application.
4. Commission findings: The Commission shall notify the applicant (and the building inspector/selectmen) of its decision on an Application within a reasonable period of time, not to exceed 45 days. Applicant shall provide the builder with a copy of the Historic District Commission's decision prior to commencement of construction. Further, application shall post the Commission's decision at the property that is the subject of the application prior to commencement of construction. In the event of a negative decision, the Commission shall furnish a copy of its decision with the reasons for denial. If the applicant brings in professional consultants, the cost for such consultants shall be borne by the applicant. Further, if the Commission determines that it needs to retain professional consultants to assist it, the cost for such consultants shall be borne by the applicant.
5. Monitoring of construction: The Commission will assign a Commission member to monitor construction following application approval to ensure conformity with the Commission's decision.
6. Requests for modification of Commission's decision: If, after the Commission issues its decision, the applicant requests modification of that decision, the applicant may submit the proposed modification(s) to the Commission's chair(s). If the Chair(s) determine that the modifications are minor and consistent with prior Commission precedent on similar

requests, the Chair(s) may approve the modifications and report on that approval at the next Commission meeting. If the Chair(s) determine that the requested modification(s) are not minor and/or inconsistent with prior Commission precedent on similar requests and/or there is no relevant precedent, the Chair(s) shall advise the applicant to submit a request for modification to the full Commission.

7. Appeals: Appeals from a decision of the Commission may be made to the Sandwich Board of Adjustment and must be filed within 30 days of a decision by the Commission.
8. Enforcement: Enforcement shall be through the provisions of the Zoning Ordinance of the Town of Sandwich and shall be enforced by the Selectmen. In case of a conflict with the Zoning Ordinance, the more stringent ordinance applies.

REVISIONS:

February 1983

June 1984

September 12, 1989

December 15, 1992

April 18, 1995

April 17, 2001

August 19, 2014

November 2020

April 2022

August 2022

March 2023

May 21, 2024