

Properties located in the **Historic Design District** are subject to review by the Historic District Commission. The purpose of the review is to preserve the visual character and appearance of historic buildings. Projects requiring HDC review include exterior alterations to existing commercial buildings and sites, changes to signage and rooftop mechanical units.

APPLICATION for REVIEW and COMMENT
For Properties Located in the
Historic Design District (HDD)

Submission Date: _____

1. Address of Property: _____

2. Owner of Record: _____ Daytime Tel #: _____
E-mail: _____

3. Owner's Address: _____

4. Agent's Name *(if different)*: _____

5. Agent's Address: _____ Daytime Tel #: _____
E-mail: _____

6. Description of Project: _____

7. Signature of Property Owner(s): _____ Date: _____

If someone other than the property owner is submitting the application, a signed letter of authorization from the property owner giving the applicant permission to act on his behalf is required with application.

8. **Historic District Commission Recommendation:**

Chair's signature: _____ **Date:** _____

Checklist for required submission materials:

- Completed Application Form.
- Narrative describing project including details of changes to and materials used for project
- Two (2) copies of a site plan for the property showing the specific location of the proposed project or sign. (8 1/2" x 11" or 11" x 17" plans are acceptable).
- Two (2) copies of relevant construction plans to scale with existing and proposed elevations, indicating size and location of all existing buildings and structures, size and location of all proposed additions and structures.
- Two (2) sets of photos of existing elevations where work is proposed
- Electronic copy of entire application sent to the HDC staff administrator
- Owners written authorization when application is presented by an agent is required.

The requested information indicated on this form must be submitted to the Historic District Commission located in Town Hall in Room 108 at least 14 days prior to the regularly scheduled HDC meeting. The HDC meets on the second Tuesday of each month.

The applicant will receive an agenda of the specific date, time and place of the meeting.

The applicant or his/her representative must be present to make the presentation.

HDC recommendations for structures within the Historic Design District are advisory only and do not imply approval or denial of the project by any other commission.

If you have any questions about the procedures contact the Historic District Commission at 203-341-1184.