

Historic or Design Review Board Historic District Project Review

If you are uncertain of any information that is required, please ask for assistance at the front desk.

Project Address: _____

Is property designated as a Contributing Structure? Yes _____ No _____

Type of Project Proposed:

- Change of exterior materials Additional square footage Repainting, recaulking, etc.
 Landscaping/fencing Tree removal Tax Credits are being pursued Signage
 Relocation of structure Demolition, Partial Demolition, Complete

Contact Information

Name of person to be contacted regarding this application.

Name: _____ Owner: _____ or Agent of Owner: _____

Address: _____

Phone Number: _____

Email: _____

NOTE:

Complete applications must be filed at least 10 business days prior to the targeted HDRB action date.

MATERIALS WHICH MUST ACCOMPANY APPLICATION

- | | |
|--|--|
| <input type="checkbox"/> Written Description Attached. Describe clearly and in detail the nature of the project, including exact dimensions for materials to be used (e.g., width of siding, windows and window trim, etc.) | <input type="checkbox"/> Specifications of Exterior Materials - To include, but not be limited to: |
| <input type="checkbox"/> Dimensioned elevations of new construction and adjacent existing buildings within 50 ft | <input type="checkbox"/> roofing trim work |
| <input type="checkbox"/> Site Plan(s) with scale 1/8" = 1' indicating location of existing and proposed structures and accessory structures including walls, fences, walks, trees and other landscape, exterior lighting and property lines; | <input type="checkbox"/> windows and doors |
| <input type="checkbox"/> Site Section(s) with scale 1/8" = 1' (when requested by HDRB) | <input type="checkbox"/> color scheme |
| <input type="checkbox"/> Photographs -A minimum of three views of the area(s) under review. (preferably in digital form) | <input type="checkbox"/> siding, brick, stucco, wood |
| | <input type="checkbox"/> chimneys |
| | <input type="checkbox"/> shutters, fencing and walls |
| | <input type="checkbox"/> paving |
| | <input type="checkbox"/> utilities and mechanical equipment |
| | <input type="checkbox"/> exterior lighting locations and specifications |
| | <input type="checkbox"/> Signs - A detailed scaled drawing showing style and size of letters, color, sample and type of material and proposed locations. |

Signature of Applicant _____ Date _____

Date Received in Office: _____ **Complete?** _____