

EDGARTOWN HISTORIC DISTRICT COMMISSION APPLICATION

PO Box 5158 ♦ 70 Main Street ♦ Edgartown, MA 02539 508 627- 6155 ♦ Hdc@edgartown-ma.us

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

FINAL DATE FOR CHANGES TO APPLICATION IS THE MONDAY BEFORE THE APPLICATION HEARING DATE, INCLUDING PUBLIC CORRESPONDENCE BY 1:00 pm

- 1) Determine for which certificate you wish to apply:
 - a. Certificate of Appropriateness: Apply if the proposed work will be visible from a public way.
 - b. Certificate of Non-Applicability: Apply if the proposed work will not be visible from a public way or may be otherwise excluded (see EHDC Bylaw. Section 8)
 - c. Certificate of Hardship: Apply if conditions especially affecting the lot, building, or structure involved, but not affecting the Historic District generally, will cause substantial hardship, financial or otherwise, to the applicant. The application must include a full written explanation of the reason for the request (use a separate sheet).
- 2) Provide all the information requested on the application. The application may be completed by the property owner of record or his/her designated agent. If an agent is used, the owner's written authorization of such agency must be attached to the application.
- 3) Submit the completed application and all required attachments to the Historic District Commission office.
- 4) A filing fee must accompany all applications, including Change to Approved Plan: Minor Alterations/Repairs: Non-Structural (roofing, siding door & window replacement) - \$40.00. Minor Alterations: Structural (including foundations), Solar, Decking, Fences, Outdoor Showers, Sheds, Pools & Pool Cabanas. \$100.00. New Construction, Additions, Renovations, and Accessory structures, including Guest Houses, Garages, Carriage Houses, & Barns - \$200.00. If a Certificate of Non-Applicability is issued, the payment will be refunded.
- 5) The Historic District Commission meets on the first and third Thursday of each month at 4:00 pm. It is strongly recommended that the applicant or his/her agent be present for the first review of the applications. If not, the application may be held at the next meeting to address the commissioner's questions. Some applications are approved at the time of presentation, but many are continued for 2-4 weeks. If the commissioners continue for a public hearing, the timing may be 4-6 weeks for approval.
- 6) If a Public Hearing is held, the applicant will be notified of the date, time, and location. The applicant and/or his/her agent must attend the hearing to answer any questions. In addition, he/she is encouraged to present any materials that may be used to describe the proposed work. This includes drawings, photographs, models, and any other items that can be used to support the application, such as letters of endorsement from neighbors.
- 7) Certificates issued by the Historic District Commission are subject to a 20-day appeal period from the date of filing with the Town Clerk. Persons aggrieved by a decision may appeal in accordance with the provisions of Massachusetts General Law Chapter 40A-Section 17.
- 8) **ANY CHANGES TO THE PLANS ALREADY APPROVED BY THE COMMISSION MUST RECEIVE AMENDED APPROVAL FROM THE COMMISSION BEFORE BEING EXECUTED**

HDC Checklist for Enclosures

We include the following checklist to help you provide information to enable the commission to act effectively on your application. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.** Illegible drawings and inconsistencies will only serve to delay action on the application. Action on a completed application will normally take 4-6 weeks.

CHECK ALL ITEMS BELOW THAT ARE INCLUDED IN YOUR APPLICATION

- Scale plot plan showing the site of the proposed work and all property boundaries, including public and private ways.
- For Demolition, provide a percentage of the whole planned for demolition as well as a detailed description of the areas to be demolished. The demolition guideline questions must be addressed for all demolition plans.
- Elevations, to scale, showing the present as-is configurations. Photographs are acceptable to illustrate the as-is condition. **Including: Building height elevations taken from a fixed point.**
- If exterior paint colors (walls, trim etc.) are to be changed, submit paint chips of the proposed colors.
- If a door or window is to be changed, provide a photograph or scale drawing of the existing configuration and a copy of the proposed replacement from a supplier's catalogue. Make sure all changes in colors and materials are identified.
- Agent authorization signed by the owner of record or trustee. An e-mail from the owner to the HDC is acceptable. Hdc@edgartown-ma.us
- Photographs of similar architectural features in the district. (identify locations)
- A short history of the subject property. (MACRIS)
- A check to The Town of Edgartown.

Applicant/Agent _____ Date _____

Address _____ Map & Lot Number _____

Edgartown Historic District Commission

Application for Certificate of:

Appropriateness ___ Non-Applicability ___ Hardship ___ Change to Approved Plans ___

Please attach a picture of the front of the house and a street picture for context.

Date of Application _____ Assessors' Parcel Number: Map _____ Lot _____

Address of Proposed Work: _____

Owner of Record: _____ phone _____

Mailing Address for Certificate: _____ e-mail _____

Please attach agent authorization

Agent/Contractor Name: _____ phone _____

Agent Mailing Address: _____

Agent/e-mail address for Agenda: _____

Owner/Agent Signature: _____

Proposed (circle): New Addition Alteration Reconstruction Exterior **Demolition (%)** _____

Demolition addendum is required for all demolition applications

Structures (circle): Residence Garage Commercial Fence Shed Other _____

Description: _____

Materials to be used: _____

Note: Applicants should provide plans, drawings, color samples, photos, and/or any other information pertinent to this application.

Please do not write below this line

Application Number: _____ Map & Lot Number: _____

Application Date : _____ Hearing Date: _____ Check Agent Authorization

Decision: Approved Denied Not Applicable

Conditions: _____

Signature: _____ Date _____

Chairman

Condensed Specifications of Proposed Work

Existing Work - Visible	Proposed Work - Visible
Masonry - Foundation (please provide pictures)	Masonry – <u>Foundation: requires a certified determination of existing and proposed grade and current & proposed height of buildings. Attach determination.</u>
Current Roof (material & color)	Roof (material & color)
Window/doors/trim (type, size, design, color)	Window/doors/trim (type, size, design, color)
Current Sidewalls (materials & colors)	Sidewalls (materials & colors)
Paint colors (exterior), photo	Paint colors (exterior) include paint chips
Current Exterior lighting, photo	Exterior lighting
Existing Fencing, photo	Fencing
Awnings (color & style) photo	Awnings (color & style) include fabric sample
Other	Other

Property Address: _____ map & lot #: _____

Description of work to be done: _____

Materials to be used: _____

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Description of work to be done: \_\_\_\_\_  
\_\_\_\_\_

Materials to be used: \_\_\_\_\_  
\_\_\_\_\_

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Structures (circle): Residence Garage Commercial Fence Shed Other _____

Description of work to be done: _____

Materials to be used: _____

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Structures (circle): Residence Garage Commercial Fence Shed Other \_\_\_\_\_

Description of work to be done: \_\_\_\_\_  
\_\_\_\_\_

Materials to be used: \_\_\_\_\_  
\_\_\_\_\_

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Structures (circle): Residence Garage Commercial Fence Shed Other _____

Description of work to be done: _____

Materials to be used: _____

EDGARTOWN HISTORIC DISTRICT COMMISSION
DEMOLITION GUIDELINES

Demolition:

This guideline for requests for demolition for a building or structure within Edgartown's Historic District is intended to protect buildings and structures of interest because of historic significance of persons, associations of events which took place there; historic significance of the architecture, cultural or social history; historically significant architectural history of the building or structure within the area or town.

When making an application to demolish a building or structure within Edgartown's Historic District, the applicant should supply the following, in addition to the regular application:

1. A demolition plan which indicates the building, or parts of the building, to be razed, including photos of the existing building as well as a drawing of the proposed demolition.
2. A detailed written history of the building. *Sources for Historical Information may include: MACRIS (mhc-macris.net), Edgartown Assessor's Office, Registry of Deeds, Probate Court, MV Museum, Neighbors and Abutters
3. A written statement of the reasons for requesting permission for demolition.
4. A plot plan, preliminary sketch and narrative of the proposed new building or addition.
5. A written time schedule for demolition and proposed construction.
6. A percentage (of the whole) slated for demolition as well as a detailed description of the areas to be demolished.

Enforcement: Any violation of this guideline shall be subject to the provisions of the Historic District regulations. Penalties may range from \$10 to \$500 per day, from the date of the violation and may include legal action.

Should an application for demolition be approved and the building razed or removed, construction on the new buildings should begin at once. Should construction be approved for a delay of more than 6 weeks, the applicant will be required to put the area in good order, which may include, grass sod, fences or other changes to maintain a pleasant aspect of the area.

Applicant: _____ Address: _____ Map & Lot # _____

I have received a copy of the demolition guideline.

Signature: _____ date _____
Owner/Agent