



PLANNING AND DEVELOPMENT

14 NORTH STREET

CLAREMONT, NH 03743

PH: (603) 542-7008 FAX: (603) 542-7033

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CLAREMONT HISTORIC DISTRICT COMMISSION

CERTIFICATE OF APPROPRIATENESS APPLICATION

Application Received By:		Scheduled Historic District Meeting Date:		Case #:	
Application Fee:		Date Submitted:	Tax Map:	Lot:	
Legal Notice Fee:				Zone:	
# of Abutters	@\$4/each				
Total Due:		Date Paid:	Ck#		

Applicant Name:	
Applicant Address:	
Applicant Telephone:	

Property Owner: _____

Property Location: _____

Current Use of Property: _____

Proposed Action:

Sign _____ Alterations/Repairs _____ Addition _____

Other _____ New Construction _____ Demolition _____

Description: _____

**ALL SUPPORTING MATERIALS MUST BE PROVIDED WITH THE APPLICATION.
 COLOR CHARTS AND SAMPLE MATERIALS MAY BE PRESENTED AT THE MEETING**

**Materials shall include photographs of existing conditions, scaled plans or descriptive drawings, and material and color samples that fully describe the proposed work.
 Sign proposals shall include sign dimensions, letter size and style.**

APPLICANT OR REPRESENTATIVE MUST ATTEND MEETING, ALL FEES MUST BE PAID, AND ALL SUPPORTING MATERIALS PROVIDED OR NO ACTION WILL BE TAKEN ON THE APPLICATION

Owner Agent

Applicant Signature

HISTORIC DISTRICT COMMISSION REGULATIONS

Scope of Review

It is unlawful for any person to construct, alter, modify, repair, move or demolish any building, structure, sign, or improvement which lies within an historic district without first obtaining a Certificate of Appropriateness from the Historic District Commission in the manner prescribed in this division.

Activities Requiring Certificates

For the purpose of this division, the following activities shall be reviewed by the Historic District Commission whether or not such activity requires the issuance of a permit.

- (1) Erection, construction, alteration, major repair or razing of a building or structure.
- (2) Erection, alteration or removal of any exterior, visible feature of a building or structure.
- (3) Alteration, including grading, excavating, tree removal, and/or paving of a site.
- (4) Erection or alteration of a sign affixed to a building, painted on a building or windows, or hanging inside of the window. Temporary signs shall not be in place for more than three (3) months.
- (5) Addition or alteration of exterior siding (e.g. vinyl, aluminum, stucco, wood, glass, etc.) of a building or structure.
- (6) Painting in part or whole of an unpainted stone or masonry building.
- (7) Method of paint removal.

Exceptions

The Historic District Commission is not required to review the following activities:

- (1) Ordinary maintenance and repair of any architectural feature which does not involve a change in the design, materials or outer appearance or involve removal thereof.
- (2) Painting or repainting of a wood surface and/or an already painted masonry surface.
- (3) Roofing or re-roofing (with the same material) of a building or structure providing the roof plane remains the same.
- (4) Storm doors and storm windows providing that the original architectural features are not removed or destroyed.

Review Criteria

In making a determination on an application, the Historic District Commission shall take into account the purposes of this division and give consideration to the following:

- (1) The historical, architectural, or cultural value of the building or structures and its relationship and contribution to the setting.
- (2) The compatibility of the exterior design, arrangement, texture, and materials proposed to be used in relationship to the existing buildings or structures and its setting, or if new construction, to the surrounding use.
- (3) The scale and general size of buildings or structures in relationship to existing surroundings including consideration of such factors as the building's overall height, width, street frontage, number of stories, roof type, facade openings (windows, doors, etc.) and architectural details.
- (4) Other factors, including yards, off-street parking, screening, fencing, entrance drives, sidewalks, signs, lights, and/or landscaping which might affect the character of any building or structure within the district, and similar factors which relate to the setting for such structure or grouping of structures.
- (5) The impact that the applicant's proposal will have on the setting and the extent to which it will preserve and enhance historic, architectural, and cultural qualities of the district and community.
- (6) To include in this division the adoption of the criteria and guidelines set forth in the "Secretary of Interior's Guidelines for Rehabilitation".

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs.

The Standards (36 CFR Part 67) apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

Rehabilitation projects must meet the following Standards, as interpreted by the National Park Service, to qualify as "certified rehabilitations" eligible for the 20% rehabilitation tax credit.

The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

ABUTTERS LIST

The abutter list shall identify:

- All properties adjoining or directly across the street or water body from the property in question.
- Where the subject property is near a river or stream the applicant shall identify the nearest upstream dam, if any, and include the upstream dam owner and the NHDES Dam Bureau.
- For properties abutting a municipal boundary, the applicant shall list all abutting land owners in that neighboring municipality.

The City tax maps records are the accepted authority for map and lot numbers but may not current record owner information.

Applicant Information:

Printed Name: _____ Contact Telephone: _____

Address: _____

Owner/Agent Information <i>(\$4 fee per abutter including owner and agent)</i>			
Map:	Lot:	Name:	Address:

Abutter(s) Information			
Map:	Lot:	Name:	Address:
Map:	Lot:	Name:	Address:
Map:	Lot:	Name:	Address:
Map:	Lot:	Name:	Address:
Map:	Lot:	Name:	Address:
Map:	Lot:	Name:	Address:
Map:	Lot:	Name:	Address:
Map:	Lot:	Name:	Address:
Map:	Lot:	Name:	Address:

I, the undersigned _____, certify that to the best of my knowledge, the above is an accurate and complete abutters list.

Applicant Signature

Date



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2010
HISTORIC DISTRICT COMMISSION
SUBMISSION/MEETING DATES

Historic District Deadline	Public Notice	Historic District Public Hearing
January 11	January 15	January 28
February 8	February 12	February 25
March 8	March 12	March 25
April 5	April 9	April 22
May 10	May 14	May 27
June 7	June 11	June 24
July 5	July 9	July 22
August 9	August 13	August 26
September 3 (<i>September 6 is Labor day</i>)	September 10	September 23
October 11	October 15	October 28
November 10 (<i>November 11 is Veteran's Day</i>)	November 16	November 29 (<i>Monday, Thanksgiving is 11/25</i>)
December 3	December 10	December 22
January 11	January 15	January 28

Historic District Commission public hearings—meetings are at 7:00 pm on the 4th Thursday of the month. Holiday schedules/observances will cause a change in the normal meeting dates. Historic District Commission will meet providing there are valid issues for presentation requiring Commission approval.

CLAREMONT
2010 PLANNING AND ZONING FEES

Historic District Commission Specific:			
Certificate of Appropriateness	Application Fee	\$50.00	
	Legal Notice	\$50.00	
	Abutter's Notice	\$4.00 per abutter	
Planning Board Specific:			
Subdivision	Major and Minor	Application Fee	\$100.00 per lot
		Legal Notice	\$50.00
		Abutter's Notice	\$4.00 per abutter
		Registry Recording	\$50.00 per plan + \$25.00 LCHIP fee
	Lot Line Adjustment	Application Fee	\$50.00
		Legal Notice	\$50.00
Abutter's Notice		\$4.00 per abutter	
Site Plan Review	Residential	Application Fee	\$100 + \$25 ea. new or redeveloped dwelling unit (\$100 min, \$5,000 max)
		Legal Notice	\$50.00
		Abutter's Notice	\$4.00 per abutter
		Registry Recording	\$50.00 per plan + \$25.00 LCHIP fee
	Nonresidential	Application Fee	\$200 + \$0.15 per square foot (\$200 min, \$5,000 max) of Developed or Redeveloped Property
		Legal Notice	\$50.00
		Abutter's Notice	\$4.00 per Abutter
	Personal Wireless Service Facility**	Cell Tower	\$500 + all Nonresidential Site Plan Review Fees
	LCHIP Fee for any plan required to be registered with the Registry of Deeds (Land and Community Heritage Investment Program) \$25.00 per plan		
	** As permitted under the Provisions of RSA 673:16(I), this fee shall be in addition to all other fees paid by an applicant for a Personal Wireless Service Facility, including the Site Plan Review and Building Permit fees. This fee shall be assessed only once for each personal wireless service facility and it shall be assessed at the time of an application for Site Plan Review or at the time of the Building Permit application, whichever is first		
Zoning Board Specific:			
Appeal of Administrative Decision	Application Fee	\$100.00	
	Legal Notice	\$50.00	
	Abutter's Notice	\$4.00 per Abutter	
Variance/Special Exception	Application Fee	\$100.00	
	Legal Notice	\$50.00	
	Abutter's Notice	\$4.00 per Abutter	
Continuation	Applicant is responsible for all associated costs and documentation.		
Application for Petition to Amend Zoning Ordinance	Application Fee	\$100.00	
	Legal Notice	\$50.00	
	Abutter's Notice	\$4.00 per Abutter	
Other Fees:			
Waiver Request	Site Plan Review	\$50.00	
Change of Use	Without site plan review	\$200.00	
Rehearing	Applicant is responsible for all associated costs and documentation.	\$50.00 + Related Fees	
Determination of Completeness	Request for a determination of completeness by the Board of an application which has been previously determined as incomplete	\$250 for each discrete consideration of the application by the board.	
Recording Plats	Recording of corrected or additional plats or documents subsequent to an initial recording	\$50.00 plus the cost of the recording fees charged by Sullivan County Registry of Deeds.	
Request for Further Consideration	Request for further consideration by the Board of an application which has been previously approved	\$200 for each discrete consideration of the application by the board	
Sign Permit	\$30.00 minimum per sign, \$200.00 max per sign	\$00.75 per SQ FT of sign area	
Junkyard License		\$150.00 per junkyard (RSA 236:122)	
Master Plan Copy		\$25.00	
Zoning Ordinance	Per Zone or Entire Chapter	\$5.00 per Zone, \$20.00 for Chapter 22	
Voluntary Lot Merger	Individuals seeking to merge two lots in exact same name & ownership	\$50.00 plus cost of recording fees	