



PLANNING AND DEVELOPMENT

14 NORTH STREET

CLAREMONT, NH 03743

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

EMAIL: visitor@claremontnh.com

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 officers of a collective or association in the case of an abutting property being under a condominium or other collective form of ownership
- The manufactured housing park owner and tenants who own manufactured housing abutting the property in question.

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:

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

Applicant Signature

Date