



**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 _____ @ \$4.10/each |  |   |          |         |
| Total Due:                        |  | Date Paid:                                | Ck#      |         |

|                             |  |                       |  |
|-----------------------------|--|-----------------------|--|
| <b>Applicant Name:</b>      |  |                       |  |
| <b>Applicant Address:</b>   |  |                       |  |
| <b>Applicant Telephone:</b> |  | <b>Email Address:</b> |  |

**Property Owner:** \_\_\_\_\_

**Property Location:** \_\_\_\_\_

**Current Use of Property:** \_\_\_\_\_

**Proposed Action:**

Sign \_\_\_\_\_ Alterations/Repairs \_\_\_\_\_ Addition \_\_\_\_\_  
 Other \_\_\_\_\_ New Construction \_\_\_\_\_ Demolition \_\_\_\_\_

**Project 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**

**Zoning Approval** \_\_\_\_\_  
**City Planner** **Date**

**Building Approval** \_\_\_\_\_  
**Chief Building Inspector** **Date**



## 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.

For identifying abutting properties, refer to the City's GIS program at <http://www.claremontnh.com/economic-development-and-business/gis-mapping.aspx>

The City tax maps are the accepted authority for map and lot numbers, but they may not show the current record owner information. For accurate, current ownership and mailing address information, contact the Assessors' Office at 542-7004.

**APPLICANT INFORMATION:**

Printed Name: \_\_\_\_\_ Contact Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_

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

| <b>Abutter(s) Information</b> |             |  |              |                 |
|-------------------------------|-------------|--|--------------|-----------------|
| <b>Map:</b>                   | <b>Lot:</b> |  | <b>Name:</b> | <b>Address:</b> |
| <b>Map:</b>                   | <b>Lot:</b> |  | <b>Name:</b> | <b>Address:</b> |
| <b>Map:</b>                   | <b>Lot:</b> |  | <b>Name:</b> | <b>Address:</b> |
| <b>Map:</b>                   | <b>Lot:</b> |  | <b>Name:</b> | <b>Address:</b> |
| <b>Map:</b>                   | <b>Lot:</b> |  | <b>Name:</b> | <b>Address:</b> |
| <b>Map:</b>                   | <b>Lot:</b> |  | <b>Name:</b> | <b>Address:</b> |

## ABUTTERS LIST, Cont.

| Owner/Agent Information |      |       |          |
|-------------------------|------|-------|----------|
| Map:                    | Lot: | Name: | Address: |

| Easement Holders, Engineers, Architects, Surveyors, & Soil Scientists Information |          |
|---|----------|
| Name:   | Address: |
| Name:   | Address: |
| Name:   | Address: |
| Name:   | Address: |
| Name:   | Address: |
| Name:   | Address: |
| 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**