

HISTORIC DISTRICT COMMISSION

FACADE RESTORATIONS / CHANGES

Requirements, Scheduling and Fees

In an effort to assist and expedite the approval process, the HDC asks that EACH applicant adhere to the following requirements:

- 1) Applications must be submitted at least 10 days prior to your “Informal Hearing”.
- 2) Substantial changes to all facades require public announcement. Therefore, a fee for \$50.00 made out to MPG (the local newspaper) is required and is to be submitted at least 3 weeks prior to your “Formal Review”.
- 3) Requirements:
 - **Photographs:** Bright clear photographs of subject property (4”x6” minimum).
 - **Permits:** ALL permits from the Building Dept. MUST be stamped “Subject To HDC Approval”.
 - **Site Plan:** A site plan must be provided to show the location of the proposed building(s) and/or additions.
 - **Elevation Drawings:** Complete detailed drawings and photographs of ALL areas proposed.
 - **Materials:** Specify in writing a complete list of ALL building materials and manufacturer brand names with professional brochure where applicable.
 - **Colors:** Specify in writing and indicate on the elevation drawings ALL colors and brand names, as well as paint samples or professional brochure.
 - **Demolition:** Buildings or structures within the historic district CANNOT be demolished WITHOUT the review and consent of the Commission.
 - **Final Plans:** TWO sets of plans must be submitted prior to work or construction.
- 4) **All requirements MUST be submitted before your “Informal Hearing”.** Failure to do so will delay your hearing.

When project is completed follow-up photographs are required be sent to this office to be kept on file with original application.

PLEASE NOTE: that each “initial” scheduled hearing will be considered as “INFORMAL REVIEW”. The above requirements MUST be presented on time in order for the Commission to consider each application complete for a “FORMAL REVIEW” which will be scheduled for the next HDC hearing. Failure to do so will result in further delay.

ALSO NOTE: It is the intent of the HDC to control a level of historic value and preservation to the structures within the district. This level of historic value is a benefit to the district as well as to the reputation of the Town of Plymouth as a whole. Failure to comply with the above requirements will result in further action by this Commission including non-criminal violation orders and fines provided by state (Chapter 40C, Section 13) and local law.

If you have any questions, please call Cheri Thomsen at 508-747-1620 x144 from 9:00 AM - 3:30 PM.