

I HAVE A MEETING WITH THE HISTORIC DISTRICT COMMISSION

WHAT SHOULD I SUBMIT?

All plans must be submitted to the Historic District Commission at least **10 days prior** to your formal hearing. The Commission meets on the 1st and 3rd Wednesday of every month.

Required information may include the following:

- **Materials** – Complete list of all building materials to be used with specific descriptions (example – Velux Model VS Ventilating Skylight 36” x 48”).
- **Colors** – List of proposed colors giving mfg. Name and number – example: Hancock paint/Nantucket Gray, or One-Shot lettering enamel/Dark Green. Include chips or samples if possible.
- **Photograph** – of building and/or affected areas (surrounding buildings).
- **Site Plan** – If a change of building size is proposed, a site plan must be provided which shows the location of the proposed building(s) and/or additions.
- **Signs** – Materials, colors (manufacturer’s name and numbers – actual color samples), all dimensions including sizes of lettering, and sign bracket. Is the sign going to hang directly on the building or is it a blade sign (2-sided on a bracket)?
- **Fees** – There are no fees, but if a Public Hearing is required, you must submit a check for **\$55.00** made out to **Community Newspaper Company** (the local newspaper) at least **3 weeks prior to your formal hearing**.

Prior to the issuance of an occupancy permit or final sign-off by the Building Department, documents or plans verifying and confirming that specifications contained in the approved petition are met must be filed with the Building Department and Historic District Commission. All projects must submit an 8 x 10 inch color photo of each relevant façade for final approval. In the case of structural modifications, additions or new construction, the finished project must have a stamped “as-built” drawing submitted to this Commission by a registered architect for final approval. Failure to receive final approval by the Historic District Commission may result in denial of an occupancy permit. Variation from any Historic District Commission approved plan must undergo the review of this Commission for approval.

Should you have questions, please call Tracey McCarthy at 508-747-1620 x138 from 7:30 AM – 4:00 PM

It is very important to submit all necessary materials on time so that interested abutters can review your file if they wish. Failure to provide the information may mean that your review will have to be postponed. Thank you for your cooperation.