

CERTIFICATE OF APPROPRIATENESS APPLICATION
HISTORIC DISTRICT COMMISSION
TOWN OF SANDWICH
PO Box 194
Center Sandwich, NH 03227-0194

The Historic District Commission (HDC) has an obligation to the citizens of Sandwich who voted for its existence. We want to work with applicants to accommodate their needs as much as possible within the Guidelines attached to this application. The HDC meets at 7:30 PM on the 3rd Tuesday of each month when there are applications before the Commission. Complete applications are due fifteen (15) days before the meeting to give members a chance to acquaint themselves with the property to be considered.

The presence of the Applicant or Agent at the meeting and a Complete Application are prerequisites for the HDC to consider the submitted application. The HDC encourages prospective applicants unfamiliar with the process to attend a scheduled HDC meeting to informally discuss proposed projects. Please call 603-284-7701 if you have questions.

**PLEASE CAREFULLY READ THE ATTACHED GUIDELINES
BEFORE PROCEEDING WITH THE APPLICATION**

Date of Application _____	Tax Map Page _____	Lot # _____
Street Address of Property _____		
Property Owner (Applicant): Name _____	AGENT for Applicant: Name _____	
Address _____	Address _____	
Telephone # _____	Telephone # _____	

The following are required by the HDC to be made part of this application:

1. A general description of the proposed project. This description must address, in order, each of the structural and non-structural features listed in the GUIDELINES that are applicable for the proposed project. Attach specific supporting documentation, such as paint chips, manufacturer's literature and specifications, photographs, drawings, etc. If listed feature is not applicable, then note: N/A.
2. A copy of a Site plan showing the location of the proposed activities relative to existing building(s) and property lines. ("To scale" Site plans are required when there is a change in the footprint to existing building(s) or there is new construction.)
3. A sketch or scaled drawing showing in cross sectional view(s) the architectural style of the structural and nonstructural features of proposed project.

The Applicant must fill out the checklist on the backside of this application and sign as confirmation of completeness. Please be aware that the first order of business at the HDC meeting will be to check the completeness of the application. Any applications found to be incomplete will be tabled.

Commission Use: Date Received: _____	Approved _____	Disapproved _____
Special Conditions listed on Back <input type="checkbox"/>		

Chairman, Historic District Commission

SANDWICH HISTORIC DISTRICT GUIDELINES

When Application Required: Application for Certificate of Appropriateness must be secured for change of land use and for all alterations, restoration, moving, demolition or construction involving change of exterior appearance, including, but not limited to, change of roof materials, siding, chimneys, porches, fences, signs, windows, doors, outdoor lighting, garages, outbuildings, barns, and landscaping, even though a building permit is not required. Routine repairs and painting that do not alter the present design or materials do not require a certificate.

GUIDELINES

The following guidelines do not expect to foresee all possible proposed changes. Unique situations will have to be evaluated by the Commission, and the decisions concerning them will be made with these guidelines in mind.

These guidelines will be applied to buildings as follows:

1. **Existing Buildings:** All additions and exterior changes will be considered on an individual basis with emphasis on harmony with existing buildings and their settings.
2. **New Construction:** The exterior of the building is to be consistent with the scale, and in balance with, existing buildings.

STRUCTURES:

1. **Architectural Style:** The architecture and proportions of the structure shall be consistent with those buildings within the district.
2. **Siding:** Siding shall be wood clapboards or wood shingles. On out buildings, vertical wood or board and batten siding may be used, as well as any of the above.
3. **Color:** Colonial colors are preferred.
4. **Roof:** Roof lines and roofing material shall be consistent with the roof and roofing of the buildings existing in the district.
5. **Windows:** Arrangement and the style and size of windows shall be compatible with the windows of buildings within the district. If storm windows and storm doors are aluminum, white anodized is preferable.
6. **Shutters:** If proposed, wooden shutters are preferred and shall be of proper size, i.e. would cover the window if closed. Shutters may be removed if desired. Vinyl, acrylic or polystyrene shutters are not appropriate.
7. **Doors:** Size and style shall conform to that of existing buildings within the district.

8. Chimneys: Chimneys shall be brick or brick faced. Stucco chimneys will be considered upon application.

9. Porches: Porch construction shall conform to existing porches and shall be in harmony with the structure to which it is attached.

10. Garages: Shall relate architecturally to the building they will serve.

NON-STRUCTURAL FEATURES:

1. Fences: Fences shall be no higher than 4 feet and shall be set back 2 feet from the property line and 25 feet from the centerline of the road. Fences shall be of white picket or other wood construction or wrought iron. Stone walls may be used along property boundaries and roadways. Rail fences may be used on side and back property lines.

2. Signs: Permanent signs shall not exceed 6 square feet in size. All signs shall be hung in a manner consistent with the neighborhood. Dark letters on a white (or light) background are preferred. Use of a commercial trademark or device is discouraged. Lighting of exterior signs is not desirable, but will be considered upon showing of hardship. Signs shall be limited to 3 per business, 2 directional 6" x 36", and one sign not more than 6 square feet at site of the business. In the case of temporary signs the Commission will have the discretion to regulate sign dimension, appearance and location.

3. Outdoor Lighting: Incandescent lighting is to be used. Area lighting is not appropriate.

4. Landscaping: Where changes of ground level is required for the installation of foundations, septic systems, etc., appropriate fill and grading is required to make the altered area conform to its surroundings.

5. Recreational Facilities: Tennis courts, swimming pools, etc., will be considered upon application. Primary consideration will be given to abutter opinion and degree of public visibility.

6. Land Use: It is in the interest of the Town and the Historic District to encourage the continuance of land uses that are appropriate to the area and involve no alteration to a structure.

Exceptions to the above based on hardship may be considered and granted by the Commission.

PROCEDURES FOR THE SANDWICH HISTORIC DISTRICT COMMISSION

The Commission is composed of seven (7) members appointed by the Board of Selectmen for staggered three year terms. One member shall be a member of the Board of Selectmen and not less than four (4) members shall be residents of the Historic District. A quorum shall consist of four (4) members, except that a lesser number may adjourn any legally called meeting to a later date, giving public notice of the adjournment.

1. Meetings: The Commission shall meet on the third Tuesday of each month in the Town Hall at 7:30 p.m. Three consecutive or six total unexcused absences is cause for removal from the Commission. Emergency meetings may be convened on request of the Chairman or three members of the Commission. All meetings are to be conducted with the reference of the Right to Know Law RSA 91-A.

3. Applications and Fees: Applications for Certificates of Appropriateness shall be made on application forms available from the Selectmen's Office. For consideration at a scheduled meeting of the Board, the application must be filed with the secretary or designated agent of the Board at least fifteen (15) days before the date of that meeting. Copies of plans or sketches or drawings shall accompany applications. Fees in the amount of \$3.00 per abutter may be required for any major reconstruction, new construction, or exterior construction at the discretion of the Historic District Commission.

4. Commission Findings: The Commission shall notify the applicant (and the building inspector/selectmen) of its decision within a reasonable period of time, not to exceed 45 days and, in the event of a negative decision, shall furnish the applicant with a copy of its decision with reasons. If the applicant brings in professional consultants, the cost for such consultants shall be borne by the applicant. Further, if the Commission has to retain professional consultants, the cost for such consultants shall be borne by the applicant.

5. Appeals: Appeals may be made to the Sandwich Board of Adjustment and must be filed within 30 days of a decision by the Commission.

6. Enforcement: Enforcement shall be through the provisions of the Zoning Ordinance of the Town of Sandwich and shall be enforced by the Selectmen, hi case of a conflict with the Zoning Ordinance, the more stringent ordinance applies.

Revisions:

February, 1983

June, 1984

September 12, 1989

December 15, 1992

April 18, 1995

April 17, 2001

August 19, 2014