



SUPPLEMENTAL MATERIALS

Please attach as separate sheets the following information:

- Applicable site and floor plan drawings showing all proposed exterior alterations (if project is a new roof, only specifications and material samples are needed).
- Specifications describing all proposed exterior alterations.
- Elevation drawings including materials, architectural design, and detail. (photos of examples are encouraged).

While plans do not need to be professionally done, they must be sufficiently detailed to determine if the project meets the criteria. The Historic Preservation Commission may ask for additional information as the Commission feels necessary.

PHOTOS

Please include current photos of EACH ELEVATION of EACH BUILDING and STRUCTURE on the property affected by the project..

Signature of Applicant: _____

Date: _____

Signature of Owner: _____

Date: _____

IF NOT APPLICANT

Approval Process

- 1) Applicant completes an application for a Certificate of Appropriateness including plans and specifications showing all proposed exterior alterations, including their proposed exterior appearance, with texture, materials, and architectural design and detail.
- 2) Applicant submits application for a Certificate of Appropriateness to Emily Katsimpalis, Assistant to the Town Administrator.
- 3) Application processed by staff for Historic Preservation Commission including reviewing application and preparing a staff memo to the Historic Preservation Commission.
- 4) A staff person and (2) randomly selected members of the Commission shall review all applications for landmark alteration certificate of appropriateness to buildings or special features and shall determine within seven (7) days after a complete application is filed whether or not the proposed work would have a significant impact upon or be potentially detrimental to a landmark site or historic district.
 - A) No significant impact - If it is determined by both Commission designees that there would be no significant impact or potential detriment, the Town shall issue a Certificate of Appropriateness to the applicant and shall notify the Commission of such issuance.
 - B) Commission referral - If one of the Commission designees determines that the proposed work would create a significant impact or potential detriment, they shall refer the application to the Commission for a public meeting and begin the legal notification process:
 - 1) 15 days notice of Commission public hearing in newspaper.
 - 2) Notice by mail to applicant and/or owner of property.
 - 3) Historic Preservation Commission shall hold public hearing no more than 60 days after application submitted. Commission will approve or deny the request.
 - 4) Applicant may appeal decision to the Board of Trustees.



DEMOLITION INFORMATION

Important Information

Please note that in order for the HPC to consider a demolition request the proposal must meet at least one of the four standards:

All demolition requests must meet at least one of the demolition standards and it is the responsibility of the applicant to prove their request meets one.

- (a) The resource constitutes a hazard to the safety of the public or to the structures' occupants.
- (b) The resource is a deterrent to a major improvement program that will be a substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing, and environmental clearances.
- (c) Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site, have been attempted and exhausted by the owner.
- (d) Retaining the resource is not in the interest of the majority of the community.

THE FOLLOWING MATERIALS MUST BE SUBMITTED WITH APPLICATIONS FOR DEMOLITION

- 1) Photograph(s) of the entire structure(s) in its present condition. Photos can be submitted in hardcopy or electronic format. Current close-up photographs of areas of deterioration if pertinent to the argument as well as full images of the structure. Each photograph should be labeled to indicate what is shown, address, and date of photograph.
- 2) Clear narrative outlining which of the Demolition Criteria(s) applies to your request and a full explanation, complete with factual data and information, of how your request meets that criteria(s) (see page 1).

REQUIRED MATERIALS

Criteria A- applications arguing this Criteria must include:

- 1) A minimum of two reports from qualified professionals describing the current condition of the structure with emphasis on structural matters rather than cosmetics.
 - a. For structures of over 750 square feet a minimum of two engineering reports from two unassociated (different companies) will be required. These reports must include a full professional analysis of the structure as well as the professionals credentials.
 - b. For structures under 750 square feet two standard reports for a qualified professionals will suffice.
- 2) A minimum of two reports from qualified professionals outlining what it would take to stabilize and save the structure. These reports can be combined as part of the condition reports outlined under item 1.
- 3) Site plan, materials list, drawings and narrative explaining how the lot will be treated after the building is removed. Will it seeded for grass?

Criteria B

- 1) Complete narrative describing the proposed improvement program/project.
 - a. Prove that the program/project is of substantial benefit to the Community and that the Community is in support, the community being district and adjacent/immediate neighborhood and neighbors.
 - b. The building is in the way of this program and no other means exist to remedy the situation such as incorporating the building into the program, moving the building, utilizing a different site for the program.
- 2) Provide evidence of financing and compliance with all City Code requirements.
- 3) Submit complete, scaled architectural drawings of the proposed program/project including site plan, materials list, renderings in-situ.
- 4) Timeline for beginning and completing the program/project. Typically the building if approved for demolition, cannot be removed until work is ready to commence on the new project.

Criteria C

- 1) Narrative explaining: the hardship; how the hardship was not caused by the owner/applicant; what has been done to remedy the hardship.
- 2) Disclosure of complete financial status as to prove a financial hardship if one exists.
 - a. Personal income; company income if applicable; assets both private and corporate; all owned property and their value. Value of subject property; income generated from owned property, etc.

Criteria D

- 1) Narrative providing clear evidence that the community is not interested in retaining the resource. This is done through public support in person or via letter to at the HPC meeting and a petition with signatures from the community but more heavily from the immediate neighborhood. This needs to include both occupants and owners.
- 2) It is strongly recommended that applicants seek out the affected neighborhood association and business groups that are affiliated with the neighborhood in question and meet with them prior to submittal. Include evidence of this meeting and any outcomes as part of the application.

Secretary of the Interior's Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will 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 elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will 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.