





# SUPPLEMENTAL MATERIALS

Please attach as separate sheets the following information:

- Site and floor plan drawings showing all proposed exterior alterations.
- 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.

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.

## 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.