



Application Number: \_\_\_\_\_

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Address of proposed work: \_\_\_\_\_ Map \_\_\_\_\_ Lot \_\_\_\_\_

Owner: \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner Email Address: \_\_\_\_\_

Representative: \_\_\_\_\_ Phone No. \_\_\_\_\_

Representative's Mailing Address: \_\_\_\_\_

Representative's Email Address: \_\_\_\_\_

**Project Definition (Check all that apply)**

**Buildings:** New Building \_\_\_\_\_ Existing Building Alteration and/or addition \_\_\_\_\_

**Other:** Fence \_\_\_\_\_ Wall \_\_\_\_\_ Shed \_\_\_\_\_ Paving \_\_\_\_\_ Other \_\_\_\_\_

**Signs:** New Sign \_\_\_\_\_ Existing Sign Alteration \_\_\_\_\_

**Painting:** Painting of existing building, structure or sign \_\_\_\_\_

**Description of Proposed Project (Include all changes to existing structures, use separate sheet if necessary)**

**Age:** Oldest part of existing building was constructed \_\_\_\_\_ (year) **Height of Structure:** \_\_\_\_\_

**Staking:** For new construction has the site been staked to show footprint of proposed structure? Yes \_\_\_\_\_ No \_\_\_\_\_

**Submissions:** Please see 'Submission Requirements for Various Types of Projects' and refer to 'Notes Regarding Submission Requirements for Various Types of Projects' included. **Forms attached with submission - check all that apply:**

*Certified Abutters List & Prepared Envelopes & Stamps* \_\_\_\_\_ *COA* \_\_\_\_\_ *Building Spec* \_\_\_\_\_

*Color/Sample Sheet* \_\_\_\_\_ *Shed Spec* \_\_\_\_\_ *Sign Spec* \_\_\_\_\_ *Landscape Plan* \_\_\_\_\_ *Plot Plan* \_\_\_\_\_

*Elevation Drawings* \_\_\_\_\_ *Generic Elevation Drawings* \_\_\_\_\_ *Manufacturer Photos (brochure)* \_\_\_\_\_

*Existing Photos* \_\_\_\_\_ *Rep. Form* \_\_\_\_\_ *SOU* \_\_\_\_\_ *Other* \_\_\_\_\_

**Owner/Representative Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*\*\*\*

**For Committee Use Only**

This Certificate is \_\_\_\_\_ Approved \_\_\_\_\_ Approved as Amended \_\_\_\_\_ Denied

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

By a Vote of: \_\_\_\_\_ In favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained

**If applicable, Amendment/Denial Condition(s) are listed on the back**

**This approval is valid for one year from Committee approval date**

**Continuation**

To the \_\_\_\_\_ Mtg.

\_\_\_\_\_  
(Initial) (Date)

Vote: \_\_\_\_\_



## SHED SPECIFICATION SHEET

Complete the shed definition form (below) by circling the appropriate items

1. If a Gambrel roof, circle both roof pitches.
2. The second page is the Generic Elevation Sheet, which has the elevation sketches. The purpose of these sketches is to show the location of the windows and doors on the proposed shed. First, label each sketch view as "FRONT", "BACK", "RIGHT SIDE", and "LEFT SIDE".
3. Next, on the elevation sketches draw each window and door that is proposed on each view. Windows and doors do not need to be drawn to scale, Write the dimensions of each window within the window drawn on each view,
4. If there is more than one siding type and material, circle both siding types and materials. Also, label the siding type on each elevation sketch view.
5. Show the proposed location of the shed on the plot plan, to scale. Also, label the "FRONT" view side of the shed on the plot plan. Also, label the distance of the shed from the two closest property sidelines.
6. Photos of the shed, if available, may be substituted for the elevation sketches, as long as the photos show each side of the shed that has either a door or a window. Designer or manufacturer-produced elevation drawings may also be substituted for the elevation sketches as long as they show each side of the shed that has either a door or a window.

### SHED DEFINITION

**DIMENSIONS:** Length \_\_\_\_\_ ft. Width \_\_\_\_\_ ft. Height (maximum above grade) \_\_\_\_\_ ft.

**FOUNDATION:** Sonotube Piers Concrete Block Piers Wood Piers Other \_\_\_\_\_

**FOUNDATION VISABLE:** 6" 8" 10" 12" Other \_\_\_\_\_

**SIDING:** Clapboard Shingle Vertical Board Horizontal Board Board & Batten Other \_\_\_\_\_

**SIDING MATERIAL:** Red Cedar White Cedar Pine Vinyl Other \_\_\_\_\_

**SIDING EXPOSURE:** 3" 4" 5" 6" 7" Other \_\_\_\_\_

**HEIGHT OF SIDEWALL** (see Generic Elevation Sketch Sheet for definition): \_\_\_\_\_' - \_\_\_\_\_"

**ROOF STYLE:** Peaked Gambrel Other \_\_\_\_\_

**ROOF PITCH** (See Generic Elevation Sketch for definition.): \_\_\_\_\_" of vertical raise in 12" of horizontal run

**ROOF MATERIAL:** Red Cedar White Cedar Arch.-Asphalt 3-tab-Asphalt Other \_\_\_\_\_

**ROOF COLOR:** \_\_\_\_\_

**DOORS (TYPE/WIDTH):** Single/\_\_\_\_\_ " Double (barn door)/ \_\_\_\_\_ " Other \_\_\_\_\_ / \_\_\_\_\_ "

**DOOR STYLE:** Panel Board Other \_\_\_\_\_

**DOOR MATERIAL:** Wood Steel Fiberglass Other \_\_\_\_\_

**WINDOW MATERIAL:** Wood Vinyl Other \_\_\_\_\_

**WINDOW & DOOR TRIM WIDTH:** None 1" 2" 3" 4" 5" 6" Other \_\_\_\_\_

**WINDOW & DOOR TRIM MATERIAL:** Wood Plastic (PVC or Polyurethane) Other \_\_\_\_\_

**SHUTTER MATERIAL:** Wood Vinyl Other \_\_\_\_\_ Color \_\_\_\_\_

**BUILDING COLORS:** Siding \_\_\_\_\_ Doors \_\_\_\_\_ Windows \_\_\_\_\_

**For more detailed information, please refer to the  
Old King's Highway Regional Historic District Commission, 'Bulletin'**



**COLOR/SAMPLE SHEET**

ITEM	MANUFACTURER/COLOR NAME	COLOR CHIP <b>(Tape below)</b>
*Building Siding (Front/All)		
*Building Siding (Sides/Rear)		
**Roof Shingles		
Trim		
Doors		
Windows		
Shutters		
Fence		
Sign Body (provide info for each non- letter color)		
Sign Letters		
Other Structure (Deck/Solar/etc.) _____		

**If chosen color is any other than white or black an original color chip must be taped to this 'Color/Sample Sheet'**



**STATEMENT OF UNDERSTANDING**

As property owner/contractor/agent for construction at: Map \_\_\_\_\_ Lot \_\_\_\_\_

Located at \_\_\_\_\_  
(Street address)

Proposed Minor Changes to a previously approved Certificate of Appropriateness may be brought before the Committee for review/approval without filing a new application.

A Minor Change Form along with applicable supporting documentation must be submitted to the Historic Committee Administrative Assistant to be placed on an upcoming Agenda. Approval must be obtained before incorporating the change(s) into the project.

Please Note: If a Building Permit has already been issued for the project, the Building Department must receive a Plan Change Request for review/approval. Failure to notify the Building Department of any proposed changes of any previously approved plans/permits may result in the Building Department issuing a stop work order or denying an Occupancy Permit.

If the Committee does not approve the request for Minor Change the applicant may be asked to file an application for a Certificate of Appropriateness.

I have read and understand the above statements.

Signature of Owner/Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



## REPRESENTATIVE DESIGNATION

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

\_\_\_\_\_, hereby designate  
(Owner(s))

\_\_\_\_\_ as my/our representative for all  
(Representative)

submission and approval/denial issuances regarding public hearings and correspondence  
with the Sandwich Historic District Committee.

I/we will raise any questions regarding this project through my/our representative.

Owner Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Representative's Email: \_\_\_\_\_

**Please read packet before submitting application.**

**Submission Requirements for a Certificate of Appropriateness Application  
– Shed**

**Please complete and submit the attached application along with the following requirements:**

**1 hard copy and one pdf of the following:**

- Completed & signed application form.
- Existing Photos of the property (standing back enough to show structure(s)/land)
- Existing Plot Plan (if available – you can draw the shed on the plan to show proposed placement)
- Photos of the proposed shed and/or elevations of the proposed shed
- Color/Sample Sheet page of the application to include a true/original color sample(s) (unless proposed color(s) is natural, white, or black)
- A list of abutters that is certified by the Assessing Department

**Additional Requirements:**

- Required envelopes and stamps
- Check payable to the Town of Sandwich, *see fee schedule*
- Check payable to Falmouth Publishing for \$10.00

**Abutters Notice**

The list of abutters must be certified by the Assessing Department. The Assessing Department is required to certify these lists in ten (10) days from the date they are received at the Assessing Department. The phone number for the Assessing Department is 508-888-0157. You may also view instructions on the Town website at [www.sandwichmass.org](http://www.sandwichmass.org). The certified abutter's list is then used by the applicant **to address the envelopes necessary for the required abutter's notice** for the public hearing and for the decision.

The public hearing notice is mailed to each abutter **by certified mail with return receipt requested. Remember to include an envelope for the applicant and/or property owners(s). Please be sure that the envelopes are complete with the following information:**

- a. Each envelope must be legibly addressed; the return address must also be placed on the upper left hand corner of the envelope:  
Planning & Development Office  
16 Jan Sebastian Drive,  
Sandwich MA 02563;
- b. Each envelope must have enough postage on it to mail one sheet of paper by certified mail return receipt requested;
- c. Each envelope must have the certified mail slips filled out;

- d. Each envelope must have the return receipt cards completely filled out. On the return receipt cards:
  - 1. The addressee is the person or organization to whom the public hearing notice is being sent.
  - 2. The service type is Certified Mail.
  - 3. The article number is the number on the Certified Mail slip.
  - 4. The return receipt cards must show the sender's address as:  
Planning & Development Office  
16 Jan Sebastian Drive  
Sandwich, MA 02563;
- e. Place certified slip and green return receipt card inside each envelope and submit along with your completed application.

**Representative Designation (if applicable)**

Attendance is required at all scheduled public meetings, if the owner(s) wish to designate a representative to appear on their behalf, the attached form must be completed and included with your submission.

**Statement of Understanding**

Acknowledgement of procedures associated with minor changes to previously approved Certificates of Appropriateness.

**Next Steps**

After a decision has been rendered, a 10 day appeal period must elapse from the date of that Town Clerk stamp before the certificate is final. On the 11<sup>th</sup> day you may obtain a copy of the decision from the Town Clerk, which will bear a notice that no appeals have been filed.

Please contact the Town Clerk's Office at 508-888-0340 for further information regarding the appeal period and the time that your certificate will be ready for you.

If you have any questions, please contact the Planning & Development Office at (508) 833-8001 or e-mail us at [planning@sandwichmass.org](mailto:planning@sandwichmass.org)