



Application Number: _____

APPLICATION FOR CERTIFICATE OF DEMOLITION/REMOVAL

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: _____

Type of Building to be Demolished/Removed: _____

Age: Oldest part of existing building was constructed _____ (year)

Description of Reason for Proposed Demolition/Remove: _____

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 - check all that apply:

Certified Abutters List & Prepared Envelopes & Stamps _____ *Application for Cert. of Demo/Removal* _____

Plot Plan _____ *Existing Photos* _____ *Other* _____ *Rep. Form* _____ *SOU* _____

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: _____



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 Demolition Application

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)
- 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. 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.

The public hearing notice is mailed to each abutter **by mail**.

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
100 Route 6A,
Sandwich MA 02563;
- b. Each envelope must have enough postage on it to mail one sheet of paper by mail;

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 11th day you may obtain a copy of the decision from the Town Clerk.

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
