



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: _____



SIGN SPECIFICATION SHEET

SIGN PROJECT: New Sign _____ Modify Existing Sign _____

If modifying existing sign, explain changes proposed to current sign: _____

SIGN LOCATION: Building Façade _____ Post _____ Window _____ Other _____

SIGN FACES: Single Face _____ Double-Faced _____ Other _____

SIGN DIMENSIONS: Height _____ Length _____ Square Feet (per face) _____

HEIGHT OF POST: _____

BOTTOM OF SIGN TO GROUND: _____

DISTANCE FROM STREET: _____

COLORS: Body _____ Letters _____ Other _____

MATERIAL: Wood _____ Composite Material _____ (Mandated by the Town Bylaw Section 6.6)

LETTERING and/or DESIGN: Bas relief _____ Incised _____ Other _____

LETTER HEIGHT & FONT: Height _____ Font Style _____

LIGHTING: down lighting _____ up lighting _____ light shielded from street _____
Other _____

TYPE OF LIGHT SOURCE: incandescent _____ fluorescent _____ halogen _____ other _____



COLOR/SAMPLE SHEET

ITEM	MANUFACTURER/COLOR NAME	COLOR CHIP (Tape below)
*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: _____



Sign Information

The visual impact of advertising and business identification signs has an enormous effect on the character of our villages. Signs can attract business by good design that complement the beauty of their surroundings, or they can destroy it by being blatant, loud, and irritating. The District's business economy is built and dependent upon the unique natural beauty of the villages. Preserving this environment is the essence of good business. The following guidelines are to establish a framework for good design that will help protect our businesses and encourage their successful growth and development. Circa signs ("C. 1800") are permissible but should be placed so as not to be confused with the property's address.

1. Size.

- a. Desirable: Signs which do not exceed the size of other signs in the neighborhood and which will not stimulate a growth in sign size within the neighborhood will generally be approved. Local sign codes and the zoning by-laws establish maximum size limitations. Frequently these maximum size limitations are excessive for specific neighborhoods and should not be relied upon for determination or appropriateness. Temporary real estate signs should not exceed three (3) square feet in area.
- b. Undesirable: Bigger is not better and signs whose size *will stimulate* competing business to enlarge their sign to match or exceed the one seeking approval will generally not be approved example, signs in excess of twelve (12) square feet in area.

2. Number of Signs:

- a. Desirable: One well designed sign per premises combining and reducing the number of signs on a premise will reduce confusion and insure that the broadest attention is given to the message contained therein.
- b. Undesirable: Disjointed multiple signs conveying multiple messages and each promoting a single product, service or business create confusion.

3. Message:

- a. Desirable: A simple sign identifying the type of business or services available on the premises and expressing the character and quality of the products and services available are to be encouraged.
- b. Undesirable: Multiple signs promoting and advertising specific products, prices or name brands which tend to compete with one another for the attention of the observer should be avoided.

4. Design character:

- a. Desirable: Signs that blend well with the Cape Cod type of architecture.
- b. Undesirable:
 - i. Overly ornate design
 - ii. Grotesque block forms and colors
 - iii. Glittering urban "chrome-plastic-neon" designs.
 - iv. Commercial window or exterior signs (gas, beer, soda, daily specials, etc.)

5. Materials:

- a. Desirable: Backgrounds of wood (redwood, cedar, etc.) Planking or exterior grade plywood. Letters cut out, or painted on, or incised with contrasting color. Quarter board carved. Separate raised letters of wood or black iron can also be effective applied to building walls. Anchorage of signs should be as simple and inconspicuous as possible, compatible with necessary strength. Structural supports for free-standing signs are preferably of wood timbers. Rigid-steel framework, if used, should be painted dark brown, matte finish. Natural stone planters can be used to provide greater protection for the sign and give opportunity for landscaping.
- b. Undesirable:

- i. Bright chrome or stainless steel or lettering
- ii. Shiny metal or plastic backgrounds

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

Please read packet before submitting application.

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

Please refer to our Town Bylaws, page 55, Chapter 6, Section 6.60 (see below link - copy and paste into your browser search to view) for size allowance, if you need additional information, please contact our Building Commissioner, Brendan Brides via email at bbrides@sandwichmass.org

<https://www.sandwichmass.org/DocumentCenter/View/125/Town-of-Sandwich-By-Laws-PDF?bidId>

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

1 hard copy of the following:

- Completed & signed application form.
- Existing Photos of the property (standing back enough to show structure(s)/land)
- Photos of the proposed sign
- 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

If are proposing more than one sign, please complete a Sign Specification Sheet for each sign. If you are proposing varied color schemes please complete a Color/Sample Sheet for each and label appropriately to match the labeling on the Sign Specification Sheet.

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 owner(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