



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: _____



BUILDING SPECIFICATION SHEET

Complete this form for all structures except signs, and sheds qualify for a Certificate of Exemption. **Only fill in the items that apply to the proposed project.** Check the boxes or fill in the blanks with the required information

Foundation: Poured Concrete Concrete Block Concrete Piers Wood Piers Other _____

Foundation Visible (Distance from grade to bottom of siding or trim): Other _____

Siding Type: Clapboard Shingle Vertical Board Other _____

Siding Material: Red Cedar White Cedar Pine Vinyl Other _____

Siding Exposure (inches to weather for horizontal siding such as clapboard shingles) Inches _____

Roof Pitch (or pitches if more than one): Primary Pitch _____ " of vertical raise in 12" of horizontal run,
Secondary Pitch _____ "

Roof Material: Red Cedar Architectural Asphalt 3-tab Asphalt Other _____

Window Material: Wood Vinyl Vinyl Clad Aluminum Other _____

Window & Door Grilles: True Divided Lite Exterior Glued Grille Between the Glass

Removable Interior Grille None

Storm Window & Door Material: Wood Vinyl Aluminum Other _____

Entrance Door Material: Wood Fiberglass Steel Aluminum Other _____

Garage & Barn Door Material: Wood Fiberglass Steel Other _____

Garage & barn door design: Style _____

Window & Door Trim Material: Wood Synthetic Other _____

Chimney Material: Brick Stone Metal Color _____ Other _____

Shutter Material: Wood Vinyl Other _____

Retaining Walls: Height _____ inches Length _____ feet Material _____ Color _____

Stone Walls: Height _____ inches Length _____ feet Material _____ Color _____

Fences: Height _____ inches Length _____ feet Material _____ Color _____

Step Material: Wood Concrete Brick Flagstone Stone Other _____

Walkway Material: Brick Concrete Flagstone Crushed stone Asphalt Other _____

Driveway Apron Material: Asphalt Granite Block Other _____

Driveway Material: _____

Deck Material: Wood Composite Color _____

Deck Railings: Wood Vinyl Composite Color _____

Deck Foundation: Poured Concrete Concrete Piers Wood Piers Other _____

Visible Mechanical Equipment: (describe): _____



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: _____

Please read packet before submitting application.

Submission Requirements for a Certificate of Appropriateness Application

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

1 hard copy and of the following:

- Completed & signed application form.
- Existing Photos of the property (standing back enough to show structure(s)/land)
- Plot Plan (if outside of existing footprint-showing existing and proposed conditions)
- Elevations of proposed work including height, width, depth measurements, north arrow and if in a floodplain include base flood elevation.
- Photos of the proposed products i.e. windows, shutters, cupola etc.
- Color/Sample Sheet page of the application to include a true/original color sample(s) (unless proposed color(s) is natural, white, or black)
- Landscape Plan, if applicable
- 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. You may request an abutters list online, please see Online Abutters instructions. 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 certified mail return receipt requested;

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, 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