

**HISTORIC DISTRICT COMMISSION
TOWN OF HILLSBOROUGH**

27 School Street, P.O. Box 7
Hillsborough, NH 03244
Tel. (603)464-3877
Fax (603)464-4270
www.town.hillsborough.nh.us

Date Submitted_____

HDC Case#_____

APPLICATION FOR APPROVAL

Please fill out the appropriate data to be submitted with your application

Property Location_____

Year Built_____ Map_____ Lot_____ Acres_____

Is the property located within the public way? Yes_____ No_____

Is the property listed on the National Register of Historic Places? Yes_____ No_____

Is the property a contributing structure to the district Yes_____ No_____

Name of Applicant _____

Telephone _____

Address _____

Name of Owner _____

Address _____

Description of Intended Work to Property

The proposed work may be described as:

- _____ Repair
- _____ Alteration
- _____ Addition (increase in square footage)
- _____ New Construction
- _____ Re-Construction

Conversion
 Demolition
 Sign
 Other (Describe) _____

Expected starting date: _____

Expected completion date _____

Does the proposed work or change conform to all relevant local and state laws, regulations and ordinances? (Check with the Building Inspector or the Planning Director for information on these laws, regulations and ordinances)

Yes

No (Please Explain) _____

Does the proposed work or change require approval from other Town Boards or Departments?

Yes

No

All applications shall include the following information (unless waived by the HDC):

- Photograph of existing site conditions
- Site Plan showing adjacent properties (1"=20' scale)
- Building Elevations (1/4"= 1' or 1/8"=1'
- List of materials
- Historical Information (old photographs, etc.)
- Please include a detailed description of proposed work (include dimensions)
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APPLICATION PROCEDURE

- Each application shall be made on forms provided by the Commission and shall be presented to the Secretary of the Commission who shall record the date of receipt and initial it. A copy of the application shall be forwarded to the Board of Selectmen.
- The Commission shall reject all applications not properly completed. No application shall be deemed as filed until received and accepted as complete by the Secretary acting for the

Commission. In order for an application to be considered at a meeting the completed application must be filed at least 14 calendar days before the meeting so as to allow sufficient time for notice.

- If an application is received and is determined that another board or department is required to grant approval on said application. Based on the outcome of that approval, it may be required that the applicant seek further approval from the HDC.
- The Commission shall decide all cases within 45 days of the date of filing as determined by the Commission, unless the applicant agrees to a longer period of time.
- Notification of the Commission's decision shall be on a form provided by the Commission and will be filed with the records of the Commission and in the Building Inspector's Office. A copy will be sent to the applicant, the Board of Selectmen and to the Planning and Zoning boards if necessary.

Please check as to what date your application will be heard and plan to be present with your application at the Commission's meeting to answer any questions and offer any supplementary information, which may help the Commission and your application.

The Hillsborough Historic District Commission may conduct an on-site inspection of the property under consideration.

I, (print name) _____ hereby submit this application and declare that the information provided is true

Notwithstanding any inconsistent ordinance, local law, code, rule or regulation concerning the issuing of building permits, no change in any architectural feature in the district shall be commenced without a certificate of approval from the Historic District Commission nor shall any building permit for such change be granted without such a certificate of approval having first been issued. **The certificate of approval required by this section shall be in addition to and not in lieu of any building permit that may be required by any ordinance, local law, code, rule or regulation of the town of Hillsborough.**

Signature of Applicant

Signature of Property Owner