



**HISTORIC DISTRICT COMMISSION
TOWN OF HILLSBOROUGH**

27 School Street, P.O. Box 7
Hillsborough, NH 03244
Tel. (603)464-7971
Fax (603)464-4270
www.town.hillsborough.nh.us

APPLICATION FOR CERTIFICATE OF APPROVAL

Date Received _____ Case# _____

Date Notice Sent to Newspaper _____ Public Hearing Date _____

1. Applicant Information

Name _____

Company Name _____

Mailing Address _____

Preferred Phone No. _____ Email Address _____

2. Property Owner Information [] Same as Applicant [] Multiple Owners (attach list)

Name _____

Mailing Address _____

Preferred Phone No. _____ Email Address _____

3. Property Information

Address _____

Map(s) _____ Lot(s) _____ Total Acres _____

Zoning District(s) _____ Other Districts(s) _____

Year Built _____

A. Is the property located within the public way?

Yes _____ No _____

B. Is the property listed on the National Register of Historic Places?

Yes _____ No _____

C. Is the property a contributing structure to the district?

Yes _____ No _____

4. 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 and 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?

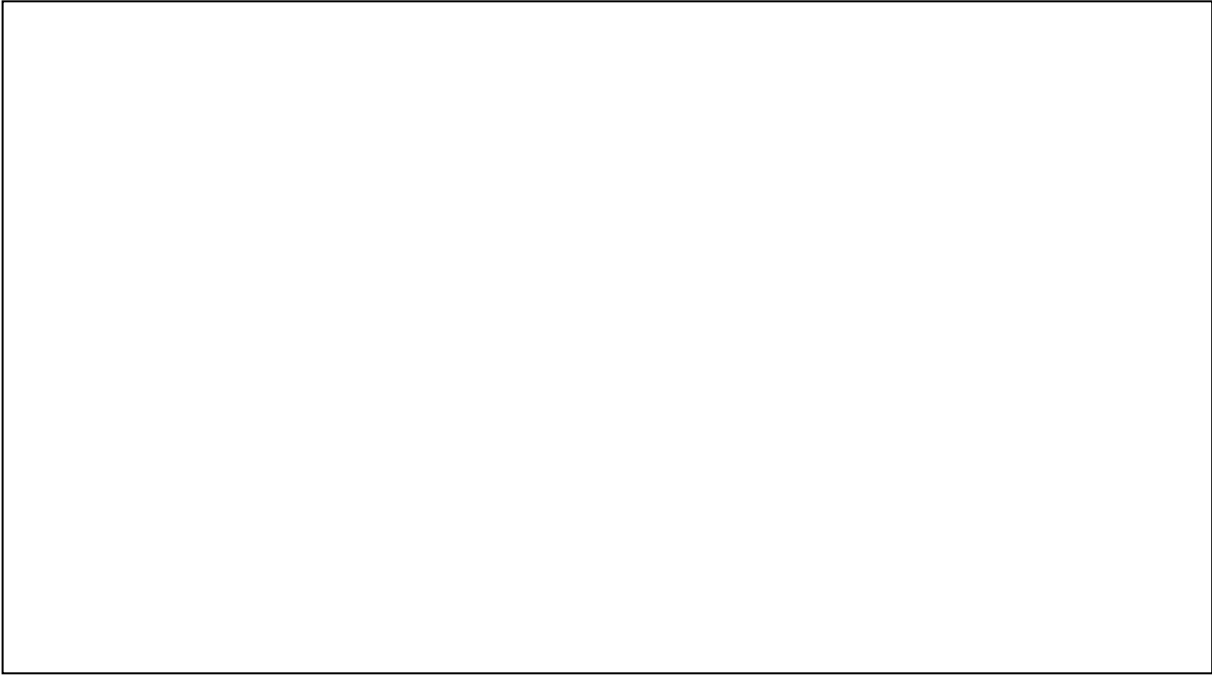
- Yes (Please Explain)
-

- No

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

- a. Photograph of existing site conditions
- b. Site Plan showing adjacent properties (1" =20' scale)
- c. Building Elevations (1/4" = 1' or 1/8" =1')
- d. List of materials, textures and colors and samples thereof
- e. Historical Information (old photographs, etc.)

Please include a detailed description of proposed work (include dimensions)

A large, empty rectangular box with a thin black border, intended for a detailed description of proposed work including dimensions.

Please list all proposed materials including but not limited to outside lighting, windows, siding, trim, fencing, stone wall landscaping and driveway specification

A large, empty rectangular box with a thin black border, intended for listing all proposed materials such as outside lighting, windows, siding, trim, fencing, stone wall landscaping, and driveway specifications.

5. Acknowledgement and Signature

The named Applicant must sign this application as indicated below. The Owner(s) of the subject property shall also sign where indicated below or submit a signed original letter authorizing the applicant to submit the application on their behalf. All correspondence and notices from the Town regarding the project and any plans will be transmitted to the Applicant.

By signing this application, the Applicant is indicating that all information contained in this application and all supporting and accompanying plans, documents and attachments are complete, true and accurate to the best of their knowledge. The Applicant further agrees that if any such information is found to be false or misleading, any permit or other approval granted on the basis of such information shall be deemed null and void.

The undersigned acknowledge that the Board may require additional information and a site visit to the subject property in order to adequately determine compliance with ordinances and regulations, and to better assess impacts that may be generated by the project/proposal.

It is further understood that approval of an application by the Board does not constitute approval of a Building Permit. Please contact the Town’s Building Inspector.

Applicant Signature

Date

Applicant Print

Date

Property Owner Signature

Date

Property Owner Print

Date

Property Owner Signature

Date

Property Owner Print

Date

Property Owner Letter of Authorization Attached **Yes** **No**

6. Application Procedure

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.

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 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.**

RETURN APPLICATION TO:

Office of Community Planning
27 School Street
Hillsborough, NH 03244

Application Questions may be directed to:

Robyn Payson, Planning Director
Phone: 603-464-7971
Email: robyn@hillsboroughnh.net

7. Fee Calculation

Applications are subject to the fees indicated below. Please use the following table to calculate the amount of fees due to the Town.

Item	Fee	Unit	Quantity	Total
Certificate of Approval	\$15.00	Per application		
Subtotal				

Applications requiring public hearings are also subject to the following fees:

Item	Abutter Notification Fee		Quantity	Total
Certified Notice of Hearing	\$10.00	Per address		
Newspaper Legal Notice				\$50.00
Recording Fee *				\$18.00
Subtotal				

*Decisions consisting of more than two pages will require an additional \$4.00/page to be paid prior to the issuance of any other permits.

TOTAL \$ _____

PLEASE NOTE: All fees must be paid by the applicant at the time of filing the application with the designated agent of the Board. Failure to pay all applicable fees as determined by the Town will be valid grounds for refusal to accept the application as complete or for disapproval of the application.

In reviewing applications, the Board may contract with consultants to review all or portions of an application. This review shall be at the applicant’s expense and related costs shall be paid in advance. The Board, at its discretion, may request that an applicant prepare special studies, or contract with a consultant to perform these studies, at the applicant’s expense.

All fees must be paid by check payable to “**The Town of Hillsborough, NH**”.

Certified Notification List*

Please type US Postal Service mailing address for Project/Public Hearing Notification
(Attach additional sheets as necessary)

Applicant

Property Owner

Surveyor

Engineer

Soil/Wetlands

Scientist

Architect

MAILING LABELS

This form must be accompanied by **4** sets of pre-printed mailing labels for each addressee listed. Individual labels can be no larger than 1" X 2 3/4".

ABUTTERS: All owners of property located in New Hampshire that adjoin or are directly across the street or stream from the subject property must be notified (see RSA 672:3). The list of abutters shall be those indicated in the Town Assessor's Office not more than 5 days prior to submission of the application (see RSA 676:4.I.(b)). The accuracy and completeness of the abutter notification list is solely the responsibility of the applicant.

1.	_____	Map _____

	_____	Lot _____
2.	_____	Map _____

	_____	Lot _____
3.	_____	Map _____

	_____	Lot _____
4.	_____	Map _____

	_____	Lot _____
5.	_____	Map _____

	_____	Lot _____
6.	_____	Map _____

	_____	Lot _____
7.	_____	Map _____

	_____	Lot _____

8. _____ Map _____

_____ Lot _____

9. _____ Map _____

_____ Lot _____

10. _____ Map _____

_____ Lot _____