

Sanbornton Historic District Commission Application Process

The following document lists the application policies for the Sanbornton Historic District Commission (SHDC). Please contact the SHDC Chairperson to arrange a meeting date for your application before starting any work on your property or buildings.

Filing Deadline

Applications for the HDC are due at the Town Office Post Box ten days prior to your scheduled meeting with the SHDC.

Complete Application

A complete application consists of:

- An Administrative fee of \$30.00
- A completed application form available from the Town Administrator or online at www.sanbornton-nh.org
- A complete abutters list with envelopes and certified stamps
- Elevation scale drawings showing the new work and its relationship to remaining structures as well as plat or site plan showing abutters, and the dimensions and location of the proposed building, addition, site work, or fencing in relation to the property line, existing structures, setback lines, historic stone walls and any mature trees that are to be removed.
- If necessary, a letter signed by the property owner authorizing an agent to represent the owner in front of the SHDC

Abutters of Record

Applicants are required to prepare an abutter list (see form) and verify correct abutters for the property listed on the application as well as paying for certified mailing of notices regarding public meetings when the application is to be discussed. Please enclosed business size envelope addressed to each abutter. Each envelope shall have postage for certified mail. Do not use meter-dated postage. Please fill out certified slips.

Notices

The SHDC will post a notice of your scheduled meeting at least seven days in advance in at least two public places, a local newspaper and on the Town of Sanbornton's website.

Attendance

The SHDC Procedures require an applicant/property owner or an authorized agent to be present at the SHDC meeting when the application is considered. Applications will be tabled if no one is present to represent the application at the meeting.

Commission Findings

The SHDC will notify the applicant of its decision and will furnish the applicant, in writing, a copy of its Certificate of Approval or Non-Approval with reasons and recommendations within a reasonable period of time, not to exceed 45 days.

Certificates of Approval

Certificates of Approval will have a 2 year time limit from when it is granted to complete the requested actions. The SHDC may extend the time limit at its discretion, following a request in writing from the applicant.

Fill out applicable sections below for renovation and/or new construction. Identify existing (E) and Proposed (P) to indicate prior state and future state, and/or mix of two different types. BRING SAMPLES OF MATERIALS WHEN POSSIBLE.

Exterior finish		<u>Type</u> <input type="checkbox"/> wood shingles <input type="checkbox"/> wood clapboard <input type="checkbox"/> other siding (please specify and bring samples to meeting)			<u>Finish</u> <input type="checkbox"/> painted <input type="checkbox"/> stain – transparent <input type="checkbox"/> stain – opaque <input type="checkbox"/> natural weather color:			
Roof		Roof pitch: ___/___ Flashing: <input type="checkbox"/> exposed <input type="checkbox"/> hidden Overhang: ___ inches Soffit: ___ inches			<u>Roof form:</u> <input type="checkbox"/> side-gabled <input type="checkbox"/> front-gabled <input type="checkbox"/> gambrel <input type="checkbox"/> hipped <input type="checkbox"/> other: (describe)			
		Material: <input type="checkbox"/> shingles <input type="checkbox"/> no tab Type and description: Color:						
		<input type="checkbox"/> If other than shingles, specify: Type: Description: Color:						
Windows	Window type	How many	Glazing		Frame			
	Color and material		Clear	Tinted	Painted wood	Vinyl clad	Painted metal	Tinted metal
	Double hung							
	Casement							
	Fixed panel							
	Roof sky-light							
	Other							
Glazing subdivision		<input type="checkbox"/> mullion (internal)		<input type="checkbox"/> insert (snap-in)		<input type="checkbox"/> other		

DO NOT WRITE BELOW THIS LINE			
Checklist	Administrative Fee <input type="checkbox"/> Envelopes with certified stamps for abutters <input type="checkbox"/> Completed application form <input type="checkbox"/> Photographs prior to construction <input type="checkbox"/> Elevation drawings <input type="checkbox"/> Plat/Site plan <input type="checkbox"/> Landscape plan <input type="checkbox"/>		Date received _____ Date accepted _____ Date heard _____ Revision _____ _____
Action	Disposition	Date	SHDC signatures
	Approved as submitted <input type="checkbox"/>		
	Approved as noted <input type="checkbox"/>		
	Not approved <input type="checkbox"/>		
	Withdrawn by applicant. <input type="checkbox"/>		

**Certificate of Approval
Sanbornton Historic District Commission**

Date:

Name of Applicant, Town Map # and Lot # plus physical address:

Summary of request:

Meeting date held with SHDC:

Status:

Approved for reasons stated below (in which case this report constitutes a Certificate of Approval)

Approved with conditions as stated below (in which case this report constitutes a Certificate of Approval with conditions)

Returned to applicant for reasons stated below (in which case this report constitutes a Notice of Disapproval)

Disapproved for reasons stated below (in which case, this report constitutes a Notice of Disapproval)

Explanation and findings of fact:

Copies to be retained by:

- Town Administrator on behalf of Selectmen
- SHDC
- Planning Board
- Registry of Deeds

SHDC Signatures:

President

Secretary

Prepared by:

Date: