



FALMOUTH HISTORIC DISTRICT COMMISSION
59 Town Hall Square, Falmouth, MA 02540, telephone 508-495-7458

**INSTRUCTIONS FOR SUBMITTING AN
'APPLICATION FOR CERTIFICATE OF APPROPRIATENESS'** (rev. 12/08)

Applications are due according to the schedule provided in *Addendum #2 - HDC Schedule of Hearings and Application Deadlines*. Applications must include the 'Application for Certificate of Appropriateness' and the following additional information, as applicable. All sign applications are required to utilize the 'Town of Falmouth Sign Permit Application' in place of the HDC application. A legible and complete application will simplify and expedite the hearing process.

NEW BUILDING CONSTRUCTION – APPLICATION MUST INCLUDE:

- ❖ Completed *Addendum #1 – Certificate of Appropriateness Specification Sheet*'.
- ❖ Appropriately scaled plot plan including proposed building dimensions and distance from street and property lines. Submit one (1) full size plan (ANSI size D 22"x34") and three (3) 11"x17" copies.
- ❖ Appropriately scaled drawings with plans and elevations for all proposed work. Submit one (1) full size set (ANSI size D 22"x34") and three (3) 11"x17" copies.
- ❖ Photographs of the site with approximate building position clearly indicated. Photographs of adjacent properties and buildings to provide 'streetscape' context. Submit one (1) set of photographs; size can range from 4"x6" to 8"x10".

EXISTING BUILDING ALTERATION/ADDITION/RENOVATION – APPLICATION MUST INCLUDE:

- ❖ Completed *Addendum #1 – Certificate of Appropriateness Specification Sheet*'.
- ❖ Photographic documentation showing the existing conditions of the area to be altered. Submit one (1) set of photographs; size can range from 4"x6" to 8"x10".
- ❖ Appropriately scaled plot plan showing existing building (plus proposed additions if applicable) and orientation to the street. Submit one (1) full size set (ANSI size D 22"x34") and three (3) 11"x17" copies.
- ❖ **If the proposed work will result in a change to the building's elevations**, the application must include appropriately scaled drawings with plans and elevations showing all proposed work. Submit one (1) full size set (ANSI size D 22"x34") and three (3) 11"x17" copies.

DEMOLITION:

- ❖ The HDC carefully evaluates applications for demolition by considering the significance of the structure and its contribution to the district. The decision making process is complex and sometimes requires an extensive review of documentation regarding the structure's significance and structural condition. At a minimum, the application must include:
 - Photographs of all sides of structure visible from the public way. Submit two (2) sets; size can range from 4"x6" to 8"x10".
 - A narrative description of the structure, including year built, architect, and existing materials.

Please note: The Commission may request additional information, as necessary.

SIGNAGE – APPLICATION MUST INCLUDE:

- ❖ Completed *Town of Falmouth Sign Permit Application* (shall be used instead of the HDC application).
- ❖ Appropriately scaled plot plan showing the location of the sign, submit four (4) 8"x10" or 11" x 17" copies.
- ❖ A scaled sign rendering including dimensions, with proposed sign shown in-color or with color chips attached. Submit (4) four copies; size can range from 8"x10" to 11"x17".
- ❖ A detailed description of the proposed sign, including materials and proposed lighting.

OTHER STRUCTURES (FENCES, STONE WALLS, ETC.) – APPLICATION MUST INCLUDE:

- ❖ Completed *Addendum #1 – Certificate of Appropriateness Specification Sheet*'.
- ❖ Appropriately scaled plot plan showing the location of the existing / proposed structures and orientation to the street. Submit one (1) full size plan (ANSI size D 22"x34") and three (3) 11"x17" copies.
- ❖ Appropriately scaled drawings with plans and elevations showing all proposed work. Submit one (1) full size set (ANSI size D 22"x34") and three (3) 11"x17" copies.

Date Submitted _____

Application # _____



FALMOUTH HISTORIC DISTRICT COMMISSION APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (Rev. 12/08)

Application is hereby made for the issuance of a Certificate of Appropriateness under sections 4, 5, and 6 of the Falmouth Historic District Act (Chapter 654 of the Acts and Resolves of Massachusetts of 1975) for the proposed work as described below and on plans, drawings, and photographs accompanying this application.

⚡ CHECK ALL CATEGORIES THAT APPLY:

BUILDING CONSTRUCTION: ___ New ___ Addition ___ Alteration ___ Repair
DEMOLITION OR REMOVAL OF: ___ Building ___ Fence ___ Other _____
TYPE OF BUILDING: ___ Residential ___ Garage/barn/shed ___ Commercial ___ Other _____
EXTERIOR: ___ Roof ___ Siding ___ Windows ___ Doors ___ Other _____
STRUCTURE: ___ Fence ___ Wall ___ Flagpole ___ Lamp post ___ Other _____
SIGN: Sign applications must utilize the 'Town of Falmouth Sign Permit Application'

⚡ PROPERTY ADDRESS & OWNER / AGENT INFORMATION (PLEASE TYPE OR PRINT LEGIBLY):

PROPERTY ADDRESS: _____ **ASSESSOR'S ID#** _____
PROPERTY OWNER'S NAME: _____
OWNER'S ADDRESS: _____ **PHONE:** _____
OWNER'S SIGNATURE: _____ **DATE:** _____
AGENT/CONTRACTOR: _____ **PHONE:** _____

⚡ NARRATIVE DESCRIPTION OF PROPOSED WORK:

Applications must be accompanied by appropriate documentation as described in the attached 'Instructions for Submitting an Application for Certificate of Appropriateness' and Addendum #1 - 'Certificate of Appropriateness Specification Sheet'. Incomplete applications will be returned.

----- FOR HDC USE ONLY - DO NOT WRITE BELOW THIS LINE -----

This application for 'Certificate of Appropriateness' is:

<input type="checkbox"/> Approved as submitted	<input type="checkbox"/> Disapproved
<input type="checkbox"/> Approved with conditions/revisions	<input type="checkbox"/> Approved - No Hearing Required

Chairperson signature: _____ Date _____

Comments: _____

Please note: The HDC will issue a Certificate of Appropriateness accompanied by a letter listing the conditions of approval. The applicant must present the Certificate of Appropriateness and letter of conditions to the Building Department prior to the issuance of a permit.

Town of Falmouth Sign Permit Process & Required Submittals (rev. 12/08)

- 1) Applicants must obtain a Sign Permit Application from the Building Department in the lower level of Town Hall or on the 'Inspectional Services' page within the 'Department' section of the Town of Falmouth website (www.falmouthmass.us). If your sign is less than eight (8) square feet in area and to be located on-premises (and not within a Local Historic District) you may return the completed and signed application form to the Building Department for the sign permit. No sign may be erected without payment of the required fees and issuance of a permit. For promotional and special event signage, please refer to section 184-30 of the Town of Falmouth sign code.
- 2) **If the sign is located within a Local Historic District, you must submit a Sign Permit Application to the Historic District Commission (HDC) for review and approval.** Applications for the HDC must be submitted to the Town Hall receptionist on the main floor of Town Hall by 10:00am at least two Friday's before the scheduled hearing. The HDC meets at 7:30pm at Town Hall on the first Tuesday of each month. The schedule of HDC hearings and application deadlines is available on the HDC's page on the Town of Falmouth website (www.falmouthmass.us). The Town Hall receptionist will contact you to inform you of the meeting date when the HDC will discuss your application.

Sign applications submitted to the HDC must include the following:

- ❖ Appropriately scaled plot plan showing the location of the sign; submit four (4) 8"x10" or 11"x17" copies.
- ❖ A scaled rendering including dimensions, with proposed sign shown in color or with color chips attached. Submit four (4) copies; size can range from 8"x10" to 11"x17".
- ❖ A detailed description of the proposed sign, including materials and proposed lighting.

For more information, please visit the HDC's page on the Town of Falmouth website or contact the HDC by email at hdc@falmouthmass.us. You may also leave a detailed voice message for the HDC by calling 508-495-7458; your call will be returned as soon as possible by a representative of the HDC.

Once you have received the HDC's approval and letter of conditions, you must bring this information to the Building Department along with the required payment for your sign permit.

- 3) **If the sign is not in a Local Historic District and is greater than eight (8) square feet, the Sign Permit Application must be submitted to the Design Review Committee (DRC) for review and approval.** Applications to the DRC must be submitted to the Town Hall receptionist on the main floor of Town Hall. The DRC will review the proposed sign to ensure that it meets the standards described in the Town's Sign Bylaw. The DRC meets at 5pm at Town Hall on the second and fourth Wednesday of each month. For more information, please visit the DRC's page on the Town of Falmouth website (www.falmouthmass.us) or contact the DRC by email at drc@falmouthmass.us. The Town Hall receptionist will contact you to inform you of the meeting date when the DRC will discuss your application.

Sign applications submitted to the DRC must include the following:

- ❖ Appropriately scaled drawing showing the location of the sign; submit two (2) 8"x10" or 11"x17" copies.
 - If the sign will be mounted, please include a description of the structure on which the sign will be mounted (including dimensions and a description of other signs on the same wall or roof). Photographs of the structure shall also be included in the application.
 - If the sign will be free-standing either on your property or off the premises, submit a plot plan showing the exact height and location above natural grade.
- ❖ A scaled rendering including dimensions, with proposed sign shown in color or with color chips attached. Submit two (2) copies; size can range from 8"x10" to 11"x17".
- ❖ A detailed description of the proposed sign materials and lighting. The lighting description must specify whether the sign will be illuminated with interior or exterior lighting and include information on bulb wattage.

Once you have received the DRC's approval, you must bring the signed application to the Building Department along with the required payment for your sign permit.

- 4) **In addition to the Historic District Commission and Design Review Committee requirements listed above, all applications for off-premises signs must also be submitted to the Board of Selectmen for a variance.**



FALMOUTH HISTORIC DISTRICT COMMISSION CERTIFICATE OF APPROPRIATENESS SPEC SHEET

PROPERTY ADDRESS: _____ ASSESSOR’S ID# _____

PROVIDE DETAILED INFORMATION AS APPLICABLE. ATTACH SUPPORTING DOCUMENTATION, INCLUDING PAINT COLOR CHIPS AND MANUFACTURER’S BROCHURE FOR WINDOWS, SOLAR PANELS, ETC.

	PROPOSED	EXISTING
FOUNDATION TYPE / MATERIAL		
SIDING TYPE / MATERIAL / COLOR		
ROOF PITCH / MATERIAL / COLOR		
CHIMNEY MATERIAL / COLOR		
SOLAR PANELS MAKE & MODEL / SIZE		
GUTTERS TYPE / MATERIAL / COLOR		
WINDOWS MAKE & MODEL / MATERIAL		
SHUTTERS TYPE / MATERIAL / COLOR		
DOORS TYPE / MATERIAL / COLOR		
TRIM MATERIAL / COLOR / INDICATE LOCATION (DOORS, WINDOW, ROOF)		
GARAGE DOORS STYLE / SIZE / MATERIAL / COLOR		



FALMOUTH HISTORIC DISTRICT COMMISSION 2010 SCHEDULE OF HEARINGS & APPLICATION DUE DATES

<i>APPLICATION DUE DATES</i> <i>applications must be submitted to the Town Hall receptionist on the following dates in order to be scheduled for a hearing.</i>	HDC HEARING SCHEDULE 6:30 p.m. Civil Defense Room Town Hall
<i>December 23, 2009</i>→	January 5, 2010
<i>January 22, 2010</i>→	February 2, 2010
<i>February 19, 2010</i>→	March 2, 2010
<i>March 19, 2010</i>→	March 30, 2010
<i>April 23, 2010</i>→	May 4, 2010
<i>May 24, 2010</i>→	June 1, 2010
<i>June 24, 2010</i>→	July 6, 2010
<i>July 23, 2010</i>→	August 3, 2010
<i>August 27, 2010</i>→	September 7, 2010
<i>September 24, 2010</i>→	October 5, 2010
<i>October 22, 2010</i>→	November 2, 2010
<i>November 29, 2010</i>→	December 7, 2010

Applications must be submitted to the Town Hall receptionist on the above listed deadline days in order to be considered for the next scheduled hearing date. Applications must be accompanied by appropriate materials as described in the application packet. Insufficient documentation and incomplete applications will be returned to the applicant for completion; the hearing will not be scheduled until the required information is provided by the applicant. The receptionist will notify applicants prior to their scheduled hearing.

Applications will be reviewed in accordance with the Historic District Commission's "Application Review Schedule" which is published on a monthly basis.

Please note: the schedule is subject to change to accommodate unforeseen needs – any changes will be published on the HDC's webpage on the Town of Falmouth's website (<http://www.falmouthmass.us/depart.php?depkey=hdc>)