

WHC USE ONLY	
date received	_____
date complete documentation received	_____
hearing date	_____



WESTPORT HISTORICAL COMMISSION

WESTPORT, MASSACHUSETTS

4/08

**APPLICATION FOR A CERTIFICATE**

Please read instructions on reverse side before completing form. Reading of *Guidelines for the Westport Point Historic District* is strongly recommended before submitting a proposal for work. Please type or print.

**CERTIFICATE APPLIED FOR:**

- Certificate of Appropriateness
- Certificate of Non-Applicability for work that requires a building permit but which is:
  - not subject to view from a public way (*supply photos as proof*)
  - maintenance, repair, replacement using same design and materials
  - proposed change specifically excluded from review by Bylaw (*specify*)
- Certificate of Hardship (*please contact Chair for further information*)
- Certificate for Demolition       Other

ADDRESS OF PROPERTY \_\_\_\_\_ PLAT/LOT# \_\_\_\_\_

NAME(S) OF PROPERTY OWNER OF RECORD \_\_\_\_\_ DAY + EVENING PHONE \_\_\_\_\_

MAILING ADDRESS OF PROPERTY OWNER OF RECORD \_\_\_\_\_ EMAIL \_\_\_\_\_

ARCHITECT/CONTRACTOR/BUILDER/REPRESENTATIVE (circle one) \_\_\_\_\_ PHONE + EMAIL \_\_\_\_\_

ADDRESS OF ARCHITECT/CONTRACTOR/BUILDER/REPRESENTATIVE \_\_\_\_\_ LICENSE NUMBER \_\_\_\_\_

BRIEF DESCRIPTION OF PROPOSED WORK: *attach separate pages of full description of work if necessary*

**CHECK OFF DOCUMENTATION ATTACHED**

*Failure to provide required documentation could delay action on application.*

Plans/scale drawings of proposed work including  existing elevations,  proposed elevations,  site plans

Photographs including  site/facade of proposed alteration  structures on site  adjacent properties

Abutters list  Hearing fee  check/money order payable to Town of Westport for \$50

Other  *specify* \_\_\_\_\_

I have read the instructions on the reverse of this application along with the *Guidelines for the Westport Point Historic District*. I understand that the Commission is empowered by MGL Chapter 40C, Chapter 40:8D, and Chapter 40:21D, the Westport Historical Commission Bylaw, Article XXXVII, paragraph 3702.1-3702.4 and Article LIII, paragraph 5301-5305 of the Bylaws and Regulations of the Town of Westport. To the best of my knowledge, the information contained in this application is accurate and complete. I give permission for the Westport Historical Commission to access the above property for the purpose of reviewing this application and the work done under any Certificate issued to me.

OWNER'S SIGNATURE(S) \_\_\_\_\_ DATE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE + EMAIL \_\_\_\_\_

PLEASE SEE REVERSE FOR IMPORTANT INFORMATION AND INSTRUCTIONS →

## INSTRUCTIONS FOR COMPLETING APPLICATION

**BEFORE BEGINNING ANY WORK THAT AFFECTS EXTERIOR ARCHITECTURAL FEATURES OF BUILDINGS OR STRUCTURES WITHIN THE HISTORIC DISTRICT**, anyone preparing to do construction, additions, demolitions or any alterations to buildings or structures within an historic district in any way that affects exterior architectural features should consult the Commission's *Guidelines for the Westport Point Historic District* **PRIOR** to beginning any work.

Property owners in the Historic District are required to obtain a Certificate from the Commission prior to starting any work on buildings or structures which affects exterior architectural features. There are certain exceptions listed in the *Guidelines*. Property owners are responsible to see that violations do not occur.

The Building Inspector **CANNOT** issue a building permit for work affecting exterior architectural features without the necessary Certificate from the Commission.

Meeting dates, deadlines, application forms and copies of the *Guidelines* are available at the Historical Commission bulletin board, 2nd floor, Westport Town Hall and at the Office of the Building Inspector on the 2nd floor of the Westport Town Hall Annex. Rules and regulations of the Commission are posted. All are also available on the Town of Westport website.

**Applications for a Certificate of Appropriateness or Hardship** must be made at least three (3) weeks prior to a hearing date, and submitted to personnel in the Selectmen's Office, Town Hall for date stamping. Once a **COMPLETE** application is recorded, a public hearing will be scheduled, public notice will be posted, and abutters and interested parties will be notified. An application may be approved or denied at the public hearing or it may be continued to a subsequent meeting. A continuation must be approved by the Commission and the applicant and made to a date and time specific. No further abutter or legal notices will be required.

Owners or their clearly specified agents or representatives must attend all meetings in which work on their property is proposed.

**Certificate of Non-Applicability.** Applicants must apply directly to the Chair at least one week before the meeting in order to be placed on the agenda. No public hearing is required. Applicants should review the Guidelines and be able to prove that the proposed change meets the requirements for non-applicability. The Chair may advise what

materials would be necessary to present the case and may determine that an application is unnecessary or may require an application for a Certificate of Appropriateness.

The Commission Clerk can assist applicants who have questions on the application and approval process.

### **CERTIFICATES OF APPROPRIATENESS and HARSHIP: Preliminary Review**

Applicants are strongly encouraged to request a preliminary review of project plans before submitting an application. This is done by contacting the chair at least one week prior to a meeting to be included on the agenda. In some cases the review may have to be delayed to a subsequent meeting. Although full documentation is not required, better feedback is achieved if there is a clear set of plans or sketches for all elevations of the existing buildings and structures, comprehensive photos, a site plan, as well as plans for demolitions, construction, additions or any other alteration to buildings or structures on the site. Incomplete information may even make it impossible for the Commission to advise. No votes are taken at preliminary reviews.

### **Handling of Approved Plans and Certificates.**

As relevant, any approved plans are signed and dated by the Commission: one set each is given to the applicant and the Building Inspector, and one set is placed in the applicant's files with the Commission. Approved Certificates are filed with and stamped by the Town Clerk. The original is kept in the Commission files and copies are given to the applicant and the Building Inspector in a timely manner after the hearing.

### **REQUIRED DOCUMENTATION FOR CERTIFICATES OF APPROPRIATENESS and HARSHIP**

#### **Plans**

*One (1) site plan* shall be submitted. It must be drawn to scale with dimensions and show existing buildings and structures such as decks, walkways, docks, sea walls, stone walls, septic mounds, swimming pools, and must show any proposed changes to the site. Relationships to surrounding roads or other landmarks should be noted.

*Three (3) sets* of signed and dated architectural scale drawings of *existing buildings* must be submitted. In addition, one set of reduced plans 8 1/2" by 11" is required.

*Three (3) sets* of signed and dated architectural scale drawings/plans reflecting *proposed changes* are required. In addition, one set of reduced plans 8 1/2" by 11" is required.

Proposals for demolition of any parts or the whole of a building or structure must be justified separately and must include proposals for replacement if any.

### **Minor Alterations.**

For proposals such as alterations to an existing window or door, sketches with dimensions of the proposed changes and with photographs of existing elevations may be submitted. Catalog cuts may be used to show style and size of windows, storm windows, doors, shutters, light fixtures and other manufactured products. Applicants should consult with the Clerk about other requirements that may facilitate their presentation.

### **Photographs.**

Photographs are very important to the application and should be taken seriously. Each photo should include a clear designation of the relevant elevation (East, West, North or South) of any building or structure on the property. They should be at least 4" x 6" in size and in color. Requirements include: (1) Photographs of all elevations of all existing buildings or structures on the site, even those elevations not affected by changes. (2) Photographs of all elevations of any buildings or structures proposed to be demolished. (3) Photographs of the buildings on properties adjacent to the site. Such photographs can be used to illustrate the history of the building and/or show a building in the context of its neighbors. Submit two (2) sets.

### **Notice to Abutters**

The Commission has established its definition of abutters to include all persons owning lots within 300 feet of all boundaries of the applicant's site including abutters across streets and in all directions around the applicant. The Assessors' Office at Town Hall maintains an Historic District abutter list, which includes the mailing address for each property owner, some of which are not in Westport. The applicant shall select those abutters within 300 feet and supply the list with mailing addresses as part of the application. If the property is abutted by owners outside the Historic District, their names and addresses must also be included. The Commission then notifies abutters contained on this list and others requiring notice.

### **Fee**

A fee of \$50 (check or money order payable to the Town of Westport) shall be submitted with an application for a Certificate of Appropriateness or a Certification of Hardship. No fee is required for a Preliminary Review or a Certificate of Non-Applicability.