

# HISTORIC DISTRICT APPLICANTS

The following lists the application policies for the Historic District and Heritage Commission (HDHC). These policies are needed due to conflicts frequently associated with HDHC applications. We appreciate your support and understanding of our staff and following these policies.

## **Filing deadline**

Applications for the Historic District are due in the Department of Planning and Land Use by Noon on the deadline listed on the Land Use Board Meeting Schedule. Applications submitted after the noon deadline will be heard at the next regularly scheduled HDHC meeting. Please do not ask for an exception to this rule.

## **Complete application**

A complete application consists of:

- A completed application form
- A complete abutters list
- Any drawings, letters, pictures needed to present a request to the HDHC
- If necessary, a letter signed by the property owner authorizing an agent to represent the owner in front of the HDHC.

Incomplete applications will not be accepted. Please do not ask for an exception to this rule.

## **Abutters list**

Applicants are required to prepare an abutter list and verify correct abutters for the property listed on the application. Preparation and verification of abutters and the abutter list is not the responsibility of town employees. If an incomplete abutters list is submitted, the application will not be accepted. There is an \$8.00 abutter fee for each abutter, including the property owner and any professional agent hired as part of the application. Please submit two (2) sets of mailing labels with abutter mailing information completed as part of the application.

## **Notices**

A notice is mailed to all abutters and the applicant. It is mailed the same day the agenda is posted. If the HDHC determines a public hearing is necessary, the notice shall be required as provided for in Article 14 of the Gilford Zoning Ordinance, which requires a notice to be mailed to abutters 10 days prior to the hearing.

## **Attendance**

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

If you have questions about the HDHC requirements please feel free to contact the Department of Planning and Land Use at 527-4727 or stop in Monday-Friday 8 a.m.-5 p.m.



Town of Gilford

## DEPARTMENT OF PLANNING AND LAND USE

47 Cherry Valley Road, Gilford, NH 03246 Vox: (603) 527-4727 Fax: (603) 527-4731

This form is meant to cover both large and small projects visible from the street. Fill in only the sections applicable to your project. We hope that by providing this checklist you can more quickly cover the details of your project rather than write a lengthy narrative. If your list does not include the correct details, please add your own. The Department of Planning and Land Use Office or any member of the Commission will be glad to explain any part of the application that is unclear to you.

Please note that in all cases photographs of your home prior to construction (showing all facades where changes will be made), are a part of the application. For extensive projects, elevation drawings, floor plans and landscaping plans may also be required.

Informal meetings with the Commission before you submit your application can often clear up problems before they develop. Your attendance at the meeting when your application is to be reviewed is, of course, extremely important.

Appropriate and sensitive modifications of homes in the Historic District can lead to a great feeling of satisfaction as well as increased property values. It is equally important that new structures enhance the over-all historic feeling of the District. We hope your project will be an interesting and rewarding experience for you.

Historic District Commission

HDC application cover letter

HISTORIC DISTRICT COMMISSION  
APPLICATION

<b>APPLICANT</b>	NAME _____ ADDRESS _____ TELEPHONE (H) _____ _____ ZIP _____ TELEPHONE (W) _____
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<b>LOCATION</b>	TAX MAP # _____ LOT # _____ HISTORIC DISTRICT INVENTORY # _____ START DATE _____ COMPLETION DATE _____ ADDRESS OF PROPERTY ON WHICH WORK IS TO BE DONE: <input type="checkbox"/> SAME AS APPLICANT _____ <input type="checkbox"/> OTHER THAN APPLICANT _____ ZIP _____
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<b>DESCRIP. BY APPLICANT</b>	NARRATIVE (PROVIDE WRITTEN DESCRIPTION OF PROJECT: _____ _____ _____ _____ _____ SIGNED _____ DATE _____
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FILL OUT APPLICABLE SECTIONS BELOW

	TYPE	FINISH	APPROXIMATE %	FINAL INSPECTION		
<b>EXTERIOR FINISH</b>	<input type="checkbox"/> WOOD SHINGLES	<input type="checkbox"/> PAINTED				
	<input type="checkbox"/> WOOD CLAPBOARD	<input type="checkbox"/> STAIN-TRANSPARENT				
	<input type="checkbox"/> VINYL CLAPBOARD	<input type="checkbox"/> STAIN-OPAQUE				
	<input type="checkbox"/> METAL SIDING	<input type="checkbox"/> NATURAL WEATHER				
	<input type="checkbox"/> BRICK VENEER	COLOR: _____				
	EXPOSED TO WEATHER: _____ INCHES					



<b>DOORS</b>	STYLE: <input type="checkbox"/> PANELED <input type="checkbox"/> BOARD & BATTEN <input type="checkbox"/> OTHER: (Describe) _____ _____ CHANGE IN OPENING OR SIZE <input type="checkbox"/> YES <input type="checkbox"/> NO	DOOR SURROUND: <input type="checkbox"/> SIDE LIGHT <input type="checkbox"/> TRANSOM LIGHTS <input type="checkbox"/> PEDIMENTED <input type="checkbox"/> PILASTERS <input type="checkbox"/> ABSENT OR PLAIN LINTEL <input type="checkbox"/> DOOR HOOD <input type="checkbox"/> ENTRY PORCH <input type="checkbox"/> COLUMNS	FINAL INSPECTION (STAFF ONLY)		
<b>TRIM</b>	FASCIA: <input type="checkbox"/> WOOD <input type="checkbox"/> METAL <input type="checkbox"/> OTHER COLOR: _____	WATER TABLE: _____ INCHES (SPLASHBOARD) CORNERS: <input type="checkbox"/> CORNER BOARD _____ INCHES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CHIMNEY</b>	MATERIAL: <input type="checkbox"/> BRICK <span style="margin-left: 200px;"><input type="checkbox"/> FACED WITH BRICK</span>				
<b>FOUNDATION</b>	MATERIAL <input type="checkbox"/> BRICK <span style="margin-left: 200px;"><input type="checkbox"/> GRANITE BLOCK</span> <input type="checkbox"/> FIELD STONE <span style="margin-left: 200px;"><input type="checkbox"/> POURED CONCRETE OR BLOCK FACED WITH STONE</span>				
<b>DO NOT WRITE BELOW THIS LINE</b>					
<b>CHECKLIST</b>	COMPLETED APPLICATION FORM PHOTOGRAPHS PRIOR TO CONST. ELEVATION DRAWINGS FLOOR PLAN(S) LANDSCAPE PLAN		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	DATE RECEIVED _____ DATE ACCEPTED _____ DATE HEARD _____ REVISION _____ REVISION _____	
<b>ACTION</b>	DISPOSITION  APPROVED AS SUBMITTED <input type="checkbox"/> APPROVED AS NOTED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/> WITHDRAWN BY APPL. <input type="checkbox"/>	DATE	HISTORIC DISTRICT SIGNATURES		





# TOWN OF GILFORD

*Recreation Center of New Hampshire*

DEPARTMENT OF PLANNING & LAND USE

## 2013 Land Use Board Meeting Schedule

Dates are subject to change. Exceptions to the standard schedule are identified by footnotes which are explained below the table. Applications are due the date and time described – no exceptions. The Planning Board hears new applications only the second meeting each month (3<sup>rd</sup> Monday). All Planning Board applicants are required to attend the Site Study Committee meeting prior to the associated Planning Board meeting. For questions call DPLU at (603) 527-4727.

\* Please note that the Planning Board application submission deadline day is Thursday.

CONSERVATION COMMISSION		HISTORIC DISTRICT AND HERITAGE COMMISSION		PLANNING BOARD				ZONING BOARD OF ADJUSTMENT	
CC Meeting 1 <sup>st</sup> Tuesday	CC Meeting 3 <sup>rd</sup> Tuesday	Submission Deadline <u>Friday</u>	HDC Meeting 2 <sup>nd</sup> Tuesday	Submission Deadline <u>Thursday</u>	Site Study Committee Monday	PB Meeting 1 <sup>st</sup> Monday Work Session/ Cont'd. Apps.	PB Meeting 3 <sup>rd</sup> Monday New Apps.	Submission Deadline <u>Tuesday</u>	ZBA Meeting 4 <sup>th</sup> Tuesday
7:00 PM	7:00 PM	12 NOON	7:00 PM	12 NOON	10:00 AM	7:00 PM	7:00 PM	12 NOON	7:00 PM
No Meeting	15 Jan	21 Dec 12	8 Jan	3 Jan	14 Jan	7 Jan	22 Jan 1	15 Jan	29 Jan***
5 Feb	20 Feb <sup>2</sup>	25 Jan	12 Feb	31 Jan	11 Feb	4 Feb	19 Feb <sup>1</sup>	12 Feb	26 Feb
5 Mar	19 Mar	No Meeting	Town Election	28 Feb	11 Mar	4 Mar	18 Mar	12 Mar	26 Mar
2 Apr	16 Apr	22 Mar	9 Apr	28 Mar	8 Apr	1 Apr	15 Apr	9 Apr	23 Apr
7 May	21 May	26 Apr	14 May	2 May	13 May	6 May	20 May	14 May	28 May
4 Jun	18 Jun	24 May	11 Jun	30 May	10 Jun	3 Jun	17 Jun	11 Jun	25 Jun
2 Jul	16 Jul	21 Jun	9 Jul	27 Jun	8 Jul	1 July	15 Jul	9 Jul	23 Jul
6 Aug	20 Aug	26 Jul	13 Aug	1 Aug	12 Aug	5 Aug	19 Aug	13 Aug	27 Aug
3 Sep	17 Sep	23 Aug	10 Sep	5 Sep	16 Sep <sup>3</sup>	9 Sep <sup>†</sup>	23 Sep <sup>4</sup>	10 Sep	24 Sep
1 Oct	15 Oct	20 Sep	8 Oct	3 Oct	15 Oct <sup>1</sup>	7 Oct	21 Oct	8 Oct	22 Oct
5 Nov	19 Nov	25 Oct	12 Nov	31 Oct	12 Nov <sup>1</sup>	4 Nov	18 Nov	12 Nov	26 Nov
3 Dec	17 Dec	22 Nov	10 Dec	27 Nov <sup>2</sup>	9 Dec	2 Dec	16 Dec	3 Dec	19 Dec <sup>#</sup>
7 Jan 14	22 Jan 14 <sup>2</sup>	27 Dec	14 Jan 14	2 Jan 14	13 Jan 14	6 Jan 14	21 Jan 14 <sup>1</sup>	14 Jan 14	28 Jan 13

Exception Footnotes: 1 = Tuesday; 2 = Wednesday; 3 = 3<sup>rd</sup> Monday; 4 = 4<sup>th</sup> Monday; \*\* = 3<sup>rd</sup> Wednesday; \*\*\* = 5<sup>th</sup> Tuesday; † = 2<sup>nd</sup> Monday; # = Thursday