



Planning and Land Use Services

Building ▪ Historic District Commission ▪ Planning Board ▪ Zoning Board of Appeals

Memorandum

To: HDC Applicants
From: Cathy Flynn, Land Use Specialist
CC: Andrew Vorce, Director of Planning and Land Use Services
Historic District Commission
Date: October 10, 2019
Re: Enforcement of Historic District Commission Applicant Procedures

Please be advised that enforcement of the completeness and timeliness of all HDC applications will be implemented from this point forward. This includes, but is not limited to:

1. Incomplete applications:
Applications missing material information will be subject to automatic continuance without discussion by the Commission.
2. The Checklist must be included and have all items necessary for your project to be reviewed to receive approval.
3. Deadlines: refer to the HDC Meeting schedule for clarification.

LATE SUBMISSIONS WILL NOT BE ACCEPTED

New Business Deadlines are Wednesdays at **NOON**.

Revisions to a previous approval **MUST** include a copy of the HDC stamped plans.

Old Business Deadlines are Thursdays at NOON with the following exception:

Applications heard at a Thursday HDC meeting will be allowed to submit revisions by NOON of the following Tuesday night meeting.

4. Scanning requirements for hdcsubmissions@nantucket-ma.gov

New Business: Application and initial documents required for meeting.

Old Business: Application, site plan, locus map and plans/changes requested by the Commission. Documents **MUST** be scanned **AND** received prior to or at time of submission.

Plans are to be collated and attached at time of submission.

5. Once received, plans will no longer be allowed to be “swapped”, amended, edited after submission unless requested by staff after initial review of application.

I appreciate your cooperation and attention to these matters. Please contact me with any questions or concerns, in advance of the deadline.