

Historic District Commission
OLD BUSINESS CHECKLIST Rev Jan.2021



Planning and Land Use Services

2 Fairgrounds Road, Nantucket, Ma 02554
 508-325-7587

This checklist **MUST** be included with your Old Business Submission.

*Refer to the Zoom Meeting HDC Submission Policies and Procedures effective September 15, 2020:

<https://www.nantucket-ma.gov/DocumentCenter/View/37689/Zoom-Meeting-HDC-Submission-Policies-and-Procedure-effective-September-15-2020-PDF>

If your application was HOLD FOR REVISIONS:

	Date submitted to 2 Fairgrounds Road:
	Address & HDC Case Number (ie HDC2020-05-0265):
	<u>Copy of Minutes</u> (application item circled)
	<u>Reduced (8 ½ x 11) copy of application</u>
	<u>Locus Map: 4 copies:</u> https://www.nantucket-ma.gov/151/GIS-Maps
	One copy of additional information requested by Commission- if applicable (i.e. pictures, FEMA flood Certificate, etc.)
	Four (4) Large sets of scaled plans (<u>3/16" or ¼" scale</u>) (circle all that apply) <ul style="list-style-type: none"> a. Site Plan b. North Elevation c. South Elevation d. East Elevation e. West Elevation f. Window/Door Schedule
	<u>One set reduced plans:</u> 8 ½ x11
	<u>Electronic Submission:</u> Each of the foregoing documents (including this checklist) MUST BE scanned to a single PDF file and emailed to hdcsubmissions@nantucket-ma.gov .
	<u>Submit documents to PLUS at 2 Fairgrounds Road</u>
	<u>Signed Affidavit:</u> see below

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IF YOUR APPLICATION WAS "HOLD FOR A VIEW"	
HOLD FOR A VIEW	<p>A. HDC case number: B. Copy of Minutes (application item circled) C. ONE SET OF PICTURES</p> <p>REMINDER- in order to appear on the Agenda, applicants must: 1. Each of the foregoing documents (including this checklist) MUST BE scanned in a single PDF to hdcsubmissions@nantucket-ma.gov 2. Submit hard copy of submission to PLUS at 2 Fairgrounds Road. Failure to submit and email the required documents for an Old Business meeting MAY result in review delays.</p>
IF YOUR APPLICATION WAS "HOLD TO TRACK"	
HOLD TO TRACK	<p>A. HDC case number: B. Copy of Minutes (application item circled)</p> <p>REMINDER- in order to appear on the Agenda, applicants must: 1. Each of the foregoing documents (including this checklist) MUST BE scanned in a single PDF to hdcsubmissions@nantucket-ma.gov 2. Submit hard copy of submission to PLUS at 2 Fairgrounds Road. Failure to submit and email the required documents for an Old Business meeting MAY result in review delays.</p>

** PLUS staff is not responsible to research, gather, collate or submit documents on behalf of the applicant.

Affidavit Certifying Completeness of Old Business submission

I hereby acknowledge that I have read the Nantucket Historic District Commission submission policies effective September 15, 2020. Furthermore, I confirm that the requirements for an Old Business submission have been met.

Signature: _____ Date: _____