

HDC APPLICATION INSTRUCTIONS

All applicants are urged - no matter what the scope of their proposed work - to give careful consideration to the Historic District Commission guidebook, Building with Nantucket in Mind, which is available at the HDC office at 37 Washington Street for \$10. If ordering BWNIM by mail, send your return address and a check for \$13 (payable to the Town of Nantucket) to 37 Washington Street, Nantucket, MA 02554. The HDC staff is available at (508) 228-7231 to answer questions and to look at both preliminary and finished drawings.

1. Work on projects requiring approval shall not be started until the approved Certificate of Appropriateness has been received by the owner of record or by the agent.
2. No changes shall be made from the approved certificate without reapplying.
3. A separate application must be submitted for every item of proposed work. For example, a new dwelling with a fence, a pool and separate garage requires four applications: one for the dwelling, one for the garage, one for the pool, and one for the fence.
4. Photographs of the site of the proposed work with any existing buildings or structures in the immediate area which may relate to the application are helpful and may provide enough information so that an HDC site visit is not necessary.
5. A completed application form must be signed by the owner of record.
6. A completed agent consent form must be signed by the owner of record for representation by another person for HDC review and/or requests for changes.
7. All applications must include a filing fee. Checks should be made out to the Town of Nantucket. The fee schedule - which is based on the square footage of a structure's gross floor area, excluding porches and decks, but including garages - is as follows:

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| New Construction: | |
| Dwellings..... | under 1500 sq. ft.....\$100.00 |
| | each additional 500 sq. ft. or fraction thereof.....50.00 |
| Garages..... | under 500 sq. ft.....50.00 |
| | each additional 500 sq. ft. or fraction thereof.....50.00 |
| Additions, enclosed porches..... | under 500 sq. ft.....50.00 |
| | each additional 500 sq. ft. or fraction thereof.....50.00 |
| Renovations: | |
| Major alterations..... | 50.00 |
| Minor alterations..... | 15.00 |
| Moving: | |
| Structure to new lot: | |
| Originating lot..... | 25.00 |
| Destination lot..... | 25.00 |
| Same lot..... | 25.00 |
| Demolition: | |
| Primary structures..... | 50.00 |
| Accessory structures..... | 15.00 |
| Swimming pools, tennis courts..... | 50.00 |
| Fences, sheds, open porches, decks, roof walks..... | 25.00 |
| Signs, satellite dishes..... | 25.00 |
| Late filing fee, i.e., "as-built" work, constructed without HDC approval..... | FOUR TIMES USUAL FEE |
| Color and material changes, renewals..... | no fee |

Any fee may be waived at the discretion of the Commission.

8. All maps and drawings must be submitted in triplicate. After HDC approval, one set is kept on file at 37 Washington Street; the remaining two sets are returned to the applicant. (For projects which require a building permit, these two sets must be taken to the Building Department.)
9. The Commission reserves the right to request additional drawings showing details of exterior trim, window treatment, door and porch treatment, landscaping, etc., on all applications.
10. The HDC has sixty (60) days in which to act on an application once it has been received in the HDC office and checked for completeness by the staff. Applications are brought before the Commission as soon as possible, but the volume of applications varies from time to time. Applicants are urged to keep the 60-day time period in mind when planning their projects. In order to be considered at the regular Tuesday meeting, an application must be submitted to the HDC office by 4:00 p.m. on the Thursday preceding the meeting.
11. No incomplete applications will be processed or reviewed. The following specific information is required:

NEW CONSTRUCTION - Whole buildings, dormers, additions, etc.

1. Three copies of a locus map showing primary and secondary roads and measured distances to the proposed site.
2. Three copies of a registered plot plan showing dimensions of the lot, its orientation, the location and size of the proposed structure in relation to the street or way and to other buildings and structures. All applications for new buildings must have measurements from structure to lot line in all four directions.
3. Three copies of scaled (1/4" = 1' 0") drawings of all exterior elevations and floor plans with explanatory sections, details of door and window types, porch steps and railings and an indication of finished floor ceiling heights. Items of stock manufacture should be indicated by catalogue number and specific dimensions.
4. Three copies of window and door schedules.
5. Photographs of the lot showing any existing buildings or structures on the site and any other buildings or structures in the area.
6. Indicate proposed new work by outlining or clouding on all drawings.
7. Three copies of a topographic map showing existing and proposed grade conditions. (This requirement may be waived at the discretion of the staff or the Commission, with the final judgement being the Commission's.)

MINOR ALTERATIONS

1. Three copies of a locus map showing primary and secondary roads.
2. Three copies of a registered plot plan showing dimensions of the lot, its orientation, the location and size of buildings or structures on the lot, and the location of the proposed changes.
3. Three copies of simple drawings of the proposed changes drawn to scale (1/4" = 1' 0").
4. Three copies of window and door schedules.
5. Photographs of existing conditions.

FENCES

1. Three copies of a locus map showing primary and secondary roads.
2. Three copies of a registered plot plan showing dimensions of the lot, its orientation, the location and size of buildings or structures on the lot, and the location of the proposed fencing.
3. Three copies of a scaled drawing (1/4" = 1' 0") of the elevations, section and details of the proposed fence. Suitable drawings of typical Nantucket fences can be found on page 72 of BWNJM.
4. Photographs of the lot showing the location of the proposed fence.

RAZING OR MOVING BUILDINGS

1. Three copies of a locus map showing primary and secondary roads.
2. Three copies of a registered plot plan showing dimensions of the lot (or lots, if moving a structure to a new location), its orientation, the location and size of the buildings or structures.
3. Black and white photographs of the entire structure. (All elevations must be shown.)
4. Documentation of the date of construction.
5. Three copies of measured as-built drawings. (This requirement may be waived at the discretion of the staff or Commission, with the final judgement being the Commission's.)

MISCELLANEOUS - Tennis courts, swimming pools, parking areas, docks, etc.

1. Three copies of a locus map showing primary and secondary roads.
2. Three copies of a registered plot plan showing the dimensions of the lot, its orientation, the location and size of the buildings or structures on the lot.
3. Three copies of a detailed, scaled landscape plan showing types and sizes of all materials to be used.
4. Photographs of existing conditions and surrounding areas.

SIGNS

Information and instructions regarding signage are available at 37 Washington Street.

IF YOU NEED LARGE PRINT OR OTHER ASSISTANCE IN ORDER TO ACCESS ANY OF THE HDC'S FORMS, PROCEDURES OR MEETINGS, PLEASE ASK IN THE HDC OFFICE.

This is provided in compliance with Title II of the Americans with Disabilities Act.