

HISTORIC DISTRICT COMMISSION



JOSIAH BARTLETT HOMESTEAD

Town of Kingston, New Hampshire 03848

APPLICATION FOR CERTIFICATE OF APPROVAL

Certificates of Approval are required for any work done on the exterior of buildings or structures located, or to be located, in an Historic District; shall be required for any additional buildings on the land within its boundaries; and shall be required for a change in, or additional use of, any land or structure within the Districts. (1201.6)

Applicants are required to submit a complete application to the HDC one (1) month prior to meeting with the Commission. Forms and Historic District Regulations: Article 1201 and Design Guidelines are available in the Selectmen's Office at the Town Hall and on-line at www.kingstonnh.org to guide your planning. Applicants are welcome to attend any meeting for information and guidance on filling out this form.

HDC meetings are held on the second Tuesday of each month at 7:00 PM in the Main Meeting Room of the Kingston Town Hall.

Note #1: Some applications may require a Public Hearing.

Note #2: You may also need to apply to the Planning Board and/or the Building Inspector once your Certificate of Approval has been received.

- **APPLICANT WILL NOT BE PLACED ON AN AGENDA UNTIL THE HDC CHAIR OR VICE-CHAIR DETERMINES: (1) THE APPLICATION IS COMPLETE, AND (2) A ZONING DETERMINATION HAS BEEN COMPLETED BY THE TOWN PLANNER INDICATING THAT THE PROPOSED USE IS ALLOWED IN THE HISTORIC DISTRICT (see page 3).**
- **LACK OF DETAIL MAY DELAY HDC'S ACTION ON YOUR APPLICATION**

Owner of Record/ Applicant: _____

Property Address/ Site Location: _____

Site Tax Map & Lot Number: _____

Phone: _____ Email: _____

Proposed Work (check all that apply)

___ New Construction ___ Sign
___ Alteration ___ Demolition
___ Change of Use ___ Other (describe) _____

Proposed Start Date: _____ Proposed Completion Date: _____

1201.6 Work to be done under a Certificate of Approval must begin within six (6) months of the date of approval and must be completed within two (2) years or the certificate will be considered null and void.

Required:

- ☐ Detailed explanation **in writing** of the proposed work to be done including:
 - ☐ Type of construction (frame, slab, pole, etc.)
 - ☐ Materials to be used (brick, clapboard, shingles, etc.)
 - ☐ Plan for maintenance/preservation of architectural features of the project related to the original structure.
- ☐ Minimum of 3 copies of site plans, pictures of existing conditions and proposed work in relation to current structure(s), diagram of modifications with dimensions, scaled drawings, and other pertinent information.
- ☐ Fee _____
- ☐ Public Hearing required/requested

Is this application for a condominium property or governed by a neighborhood covenant? ___ Yes ___ No

If yes, does your plan meet all regulations of your association or covenant?

Signature of Owner/Applicant _____

Date: _____

FEE(S) TO BE PAID AT TIME OF APPLICATION

Remodeling of existing residential building	\$50
Remodeling of existing non-residential building	\$100
New residential building	\$100
New non-residential uses building	\$500
New or remodeling of accessory building	
Up to 200 sq. ft.	\$25
201+ sq. ft.	\$50
Change of use/Confirmation of use	\$50
Signs & Fences	\$25
Roof solar panels	\$25
Ground mount solar panels/Wind turbine	\$50
Demolition	\$50

ZONING DETERMINATION

I have reviewed this application and determined that it is an allowed use in the Historic District Per Kingston Zoning Article _____.

Date:_____

Signature(s)
Town Planner

OR

I have reviewed this application and determined that it is NOT an allowed use in the Historic District.

Date:_____

Signature(s)
Town Planner