



**TOWN OF BRISTOL HISTORIC DISTRICT
COMMISSION APPLICATION FOR
CERTIFICATE OF APPROVAL**

STAFF USE ONLY

Date Received: _____

Received by: _____

Fees

Application: \$50	Paid
Newspaper Ad: \$65	Paid
Abutter Notification:	
\$10 per abutter _____	Paid
TOTAL: \$ _____	Paid

Designated File Number: _____

Date of Application: _____ **Map No.:** _____ **Lot No.:** _____

The Bristol Historic District Ordinance requires a Certificate of Approval for repair, alteration, construction, relocation, or demolition of any structure within the Historic Overlay District. The intent of this form is to provide the Historic District Commission (HDC) with clear information concerning the scope and nature of the proposed project and its effect on the appearance and atmosphere of the district. Please answer all applicable questions completely and include any additional data you believe would be useful, attaching additional sheets where necessary, bearing in mind the Commission reserves the right to request further clarifying data on which to base its decision.

Owner's/Applicant's Name: _____

Phone: _____ **Email:** _____

Mailing Address: _____

Permission for HDC to access the site: Yes No

Location of the Property: _____

1. Present use of the Property (i.e. single family, seasonal usage, etc.): _____

2. Nature of Proposed Project (Check All that Apply)

New Construction

Demolition

Building Alterations

Change Property Usage

Addition to an Existing Building

Other: _____

3. Narrative Description of the Project (Attach as a Separate Sheet)

4. Physical Appearance (Answer as Applicable):

a) Plot Plan or Survey (if available; attach copy to the application): Note major dimensions, including distances from structures to property lines and street(s).

b) Proposed Project: Attach a reasonably accurate representation of the finished appearance of the project. Scale drawings, sketches, photographs, and/or models which provide a realistic concept of the project; are all acceptable.

c) Materials: Specify proposed materials, colors, and dimensions (if available, attach samples such as paint chips, etc.)

- i. Clapboards or Siding: _____
- ii. Roof/Shingles: _____
- iii. Windows: _____
- iv. Visible Foundations: _____
- v. Chimneys: _____
- vi. Fences: _____
- vii. Sash and Trim: _____
- viii. Shutters: _____
- ix. Porches / Railings: _____
- x. Other: _____
- xi. Signs: _____
 - a. Purpose: _____
 - b. Dimensions: _____
 - c. Materials: _____
 - d. Design: _____

5. Additional information: Submit any additional information you believe to be important in consideration of the proposed project (*A current photograph of the property is required.*) The Commission reserves the right to request additional information before acting on an application.

6. Proof of Representation: If someone is representing you for the hearing, then proof that you have given them authority to act on your behalf, must be submitted with the application.

7. Abutters List: The list must contain the full name of the property owner(s), their current mailing address, as well as their Bristol Tax Map and Lot Number. A form is provided for your use and can be located on the Town's website or at the Town Offices.

8. Applicant's Signature: _____