



TOWN OF BRISTOL HISTORIC DISTRICT COMMISSION CERTIFICATE OF APPROVAL INSTRUCTIONS

1. Schedule a Meeting with the Land Use Office.

- a) Contact the Land Use Office of the Town of Bristol at 603-744-3354 to schedule a meeting.
- b) Before the meeting, the applicant should review the Historic District Commission's General Guidelines for Design. These guidelines provide direction on signage, building exterior changes, and lighting, among other subjects.
- c) At the meeting, the Land Use Office will determine whether the applicant's project requires him / her to appear before the Historic District Commission at a public hearing for a Certificate of Approval.

2. Prepare to attend a Historic District Commission Meeting for a Preliminary Conceptual Consultation (PCC), if needed.

Should the Land Use Office be unable to determine that a Certificate of Approval is required; the Historic District Commission recommends that the applicant appear for a Preliminary Conceptual Consultation (PCC) to provide guidance to the applicant and assist in a smooth application process. This can be scheduled for the next Historic District Commission meeting.

3. Prepare your Certificate of Approval Application.

The applicant will submit a completed Certificate of Approval Application to the Land Use Office which includes:

- ☐ Application for Certificate of Approval
- ☐ Narrative description of the project
- ☐ Plot plan or survey (i.e. tax map)
- ☐ Current photograph(s) of the property
- ☐ Graphic representation of proposed project
- ☐ Abutters List
- ☐ Applicable Fees

As the Town of Bristol is required to notify all abutters of the hearing and is also required to advertise public hearings, the cut-off date for completed applications is approximately one month prior to the meeting date. Please review the Town of Bristol's Historic District Commission Application Filing Deadlines, posted at the Town Office and on the Town's website, for the specific dates.

4. Participate in a Public Hearing.

- a. After the PCC, if applicable and once the application has been submitted, the applicant will be required to appear for a public hearing before the Commission to obtain a Certificate of Approval. Public hearings are scheduled during monthly meeting times.
- b. When appearing for your hearing, please be prepared to discuss your Certificate of Approval application.
- c. The Commission will review the application with input from the public and either approve, approve with conditions, or disapprove your application.
 - i. ***If approved or approved with conditions***, you will be provided with a copy of the Certificate of Approval. The Certificate of Approval is mailed within five (5) business days. There is a 30-day right of appeal, therefore, the Commission recommends that you do not undertake any work until after this period and if conditions are issued, you must meet all the conditions issued.
 - ii. ***If disapproved or denied***, a Notice of Decision will be mailed in five (5) business days and you have a 30-day right of appeal to the Town's Zoning Board of Adjustment.