

Town of Bristol Historic District Commission Application for Certificate of Approval

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 or sign within the Historic Overlay District. The intent of this form is to provide the Historic District Commission 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 Name/Applicant's Name: _____

Phone: _____ **Email Address:** _____

Mailing Address: _____

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

Change Property Usage

Demolition

Addition to an Existing Building

Building Alterations

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 sheet(s).

b) Representation: 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: _____

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

- 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 often very helpful.*) The Commission reserves the right to request additional information before acting on an application.

6. 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.

7. Payment of all applicable fees:

Application fee:	\$50.00
Advertising/posting costs:	\$65.00
Abutter notification	
(Per each abutter; include applicant, too):	\$10.00 x _____

Total: \$ _____

8. Applicant's Signature: _____

Town Office Use Only	
Date Application received:	_____
Application was received by:	_____
Payment:	_____