



Town of Amherst, New Hampshire  
**Office of Community Development**  
 Building · Code Enforcement · Planning · Zoning · Economic Development

**AMHERST VILLAGE HISTORIC DISTRICT APPLICATION**

Application for Certificate of Approval to Construct, Repair, Move, Demolish/Change Buildings, Land, or Uses.

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date Building was built (if known): \_\_\_\_\_

Location of Work: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_ - \_\_\_\_\_

Contributing House Number: \_\_\_\_\_

**Required Information (for all applications):**

Description of proposed work: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason for proposed work: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Special Conditions:**

Describe any special conditions that you want the Commission to consider.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE:** All applications must be *complete* and filed in the Community Development Office no less than 21 days before a meeting (third Thursday of each month) in accordance with the Historic District Commission schedule of meeting dates and deadlines.

**Applications will not be accepted without a completed Historic District Application Checklist.**

**INSTRUCTIONS FOR SUBMITTING A COMPLETE APPLICATION (Please read carefully)**

For an application to be scheduled on the next available Historic District Commission agenda, the following items SHALL be submitted to the Planning & Zoning Department by close of business on the officially posted submittal date:

**1. Completed and signed Application Form**

**2. Completed Checklist, Waivers, and Abutters (if applicable)**

The checklist shall be completed as part of the application, including waiver requests with appropriate documentation, and two (2) sets of gummed, typed, mailing labels for all abutters, if applicable.

**3. Application Fee and Abutter Mailing Labels**

Fees will be determined at the time you turn in the application. Fees are based on the type of permit and number of certified mailings which must be sent. All checks are to be made payable to the Town of Amherst.

**Fee Calculation:**

Fee per type of application \$ 60.00 + (\$7 x \_\_\_\_ abutters = \$ \_\_\_\_\_) = \$ \_\_\_\_\_ total due

**AUTHORIZED SIGNATURES**

*I/We have read the Historic District Regulations and the Zoning Ordinance (as applicable). The undersigned understands that the Historic District Commission must have a completed application on file with the Planning & Zoning Department in accordance with the Commission's annual schedule of meeting and deadline dates. I/We certify that this application is correctly completed with all required attachments and requirements. I/We also authorize members of the Amherst Historic District Commission and its agents to access the property described on this application for on-site review of the proposed application.*

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**If Applicable:**

Owner(s) authorization for Applicant or Agent to represent the application:

The applicant or agent, as stated hereon, has authorization from the property owner to submit this Historic District Application and represent the property owner on matters relative to the Town's approval process.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Agent Name & Title (Please Print)

Note: If not signed by owner a letter of authorization to proceed from owner is required.



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Each Historic District Application submitted to the Commission for review shall include the following information:

**Applicable to All Projects:**

1.  Photographs of the existing structure and/or building site clearly showing areas and elements to be affected by the proposed work.
2.  Accurate scaled drawings, renderings or illustrations of the proposed work sufficient to show the style, design, detailing, treatments, massing, scale proportions, etc. of the proposed work.
3.  Complete specifications and/or descriptions of all materials for each element of the proposed work.
4.  **Thirteen (13)** copies of the complete application, checklist, plans, specifications and supporting materials be submitted.

**For new construction, building additions, demolition, moving of structures, site work, change of use or fencing:**

5.  Names and addresses of all abutters as defined in RSA 672:3 with two (2) sets of addressed, typed, gummed mailing labels.
6.  Plan or site plan showing abutters, the dimensions and location of the proposed building, addition, site work, or fencing in relation to the property line(s), existing structures, setback line, curb cuts, historic stone walls, and mature trees greater than 15" in circumference. Drawings should indicate by dotted lines or other means existing foundation (or footprint) that will be permanently altered as a result of the work. (Scale not less than 1" = 30')

**For new construction, building additions, or exterior alterations:**

7.  Elevation scale drawings of proposed work showing the new work and its relationship to remaining structures. Drawings should indicated by dotted lines or other means existing structures, features, elements, openings, detailing, etc. that will be permanently altered or obscured as a result of the new work. (Scale not less than 1/8" – 1")

**For new construction:**

8.  Site plan (Item #6 above) must show location of adjacent structures within 100' of parcel boundaries.
9.  Elevation scale drawings of proposed structure in relation to structures on abutting properties. The Commission may require appropriate field demonstration of the proposed massing of new construction in relation to abutting properties.
10.  Limit of proposed tree clearing to be shown on the site plan (item #6 above) and demarcated on the site.

**Other Applications:**

11.  For windows and doors: Specifications of windows and doors to include materials, style, type of construction, dimensions, muntin profile (windows), and operation (windows).
12.  For restorations: Historic references, documentation, or evidence to substantiate restoration work.
13.  For Change of Use for non-residential: Description of current use and proposed use, including (for commercial buildings) a copy of the letter from the Planning Board granting Site Plan Approval for change of use.
14.  Variances: A copy of the letter from the ZBA granting a request for a Variance, including (for commercial buildings) approval for expansion of a non-conforming use.