



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

**AMHERST VILLAGE HISTORIC DISTRICT APPLICATION CHECKLIST**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

**General Information:**

1. **Checklist:** The applicant shall complete this checklist as part of every Historic District Application. The applicant shall either (1) submit the checklist item with the application or request a waiver separately in writing or (2) note its non-applicability. This checklist is not intended to be a replacement for thorough review of the Historic District Commission Regulations, Stormwater Regulations and Zoning Ordinance (as applicable). This checklist is intended to be used as an aid in the preparation and review of the Historic District application and plans.
2. **Filing:** Applications and checklists shall be filed with the Office of Community Development at least 21 days prior to the date of an Historic District Commission meeting at which the applicant wishes to appear.
3. **Waivers:** For any item checked "Waiver Requested", the applicant shall attach a separate letter indicating the reason(s) for seeking a waiver request.
4. An Historic District Application shall include the following information, to be considered for completeness, per the Historic District Commission Regulations.

Using the checklist below:

- For all projects fill out Section 1.
- For new construction, building additions, demolition, alterations, repairs or maintenance involving a change in design, materials or outer appearance, moving of structures, site work, change of use or fencing applications fill out Sections 1 and 2.
- For new construction fill out Sections 1 and 3.
- For doors fill out Sections 1 and 4.
- For windows fill out Sections 1 and 5.
- For roofs fill out Sections 1 and 6.
- For changes of use fill out Sections 1 and 7.
- For Utilities and Outdoor Mechanical Equipment fill out Sections 1 and 8.

Regulation Number	Item	Provided	Waiver Requested	HDC Verification
<b>1. FOR ALL PROJECTS</b>				
14.2 A.2.a.1.	Application Form.			
14.2 A.2.a.2.	Application Fees.			
14.2 A.2.a.3.	<p>An abutters list to include:</p> <ul style="list-style-type: none"> <li>a. Names and addresses of all abutters, taken from the Town records not more than five (5) days before the day of filing; and,</li> <li>b. The names and addresses of any professional(s) assisting with preparing the application and plans; and,</li> <li>c. Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions; and,</li> <li>d. Names and addresses of landowner(s); and,</li> <li>e. Names and addresses of applicant(s), if different from owner.</li> </ul>			
14.2 A.2.a.4.	Written authorization from the landowner(s) of record for any agent(s) to represent and sign for the landowner(s).			
14.2 A.2.a.5.	Variances.			
14.2 A.2.a.6.	Permits and Approvals.			
14.2 A.2.a.7 14.1 A.10.	Any requests for waivers presented in writing shall cite the specific section of the regulations requested to be waived and shall include the rationale for the waiver(s) as provided in Article II General Criteria.			
14.2 A.2.a.8. Article VI Article VIII Section 9.3 Section 9.4 Article XIII	<p>Plans and documents:</p> <ul style="list-style-type: none"> <li>a. Photographs of the existing structure and/or building site clearly showing areas and elements to be affected by the proposed work.</li> <li>b. Accurate scaled drawings, renderings and/or illustrations of the proposed work sufficient to show the style, design, detailing, treatments, massing, scale, proportions, etc., of the proposed work.</li> <li>c. Complete specifications and/or descriptions of all materials for each element of the proposed work.</li> </ul>			

Regulation Number	Item	Provided	Waiver Requested	HDC Verification
14.2 A.2.a.10 Article II Article III Article VIII Section 9.1 Section 9.3 Section 9.4 Article XIII	Narrative Description: a. Narrative descriptions, photographic, documentary, or physical evidence to demonstrate the history of the property, the original construction of the building or structure, or research about other buildings or structures of the same style in the Amherst Village Historic District to support what is proposed in the pending application and assist the Historic District Commission in their decision-making process. b. The applicant should provide such information as will assist the Historic District Commission in considering the General Criteria in Article II and the principles contained in Article III, Preservation Guidelines, of these regulations in relation to the specific application.			
<b>2. FOR NEW CONSTRUCTION, BUILDING ADDITIONS, DEMOLITION, ALTERATIONS, REPAIRS OR MAINTENANCE INVOLVING A CHANGE IN DESIGN, MATERIALS OR OUTER APPEARANCE, MOVING OF STRUCTURES, SITE WORK, CHANGE OF USE OR FENCING APPLICATIONS</b>				
	All items listed in Section 1 above.			
14.2A.2.b.1. Section 9.3 Section 9.4 Article XII	Plan or site plan showing abutters, the dimensions and locations of the proposed building, addition, site work or fencing in relation to the property lines, existing structures, setback lines, 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’)			
14.2 A.2.b.3. Section 9.3 Section 9.4 Article XII	Elevation drawings of proposed work showing the new work and its relationship to remaining structures. Drawings should indicate by dotted lines or other means existing structures, features, elements, openings, detailing, etc., that will be permanently altered or obscured as a result			

Regulation Number	Item	Provided	Waiver Requested	HDC Verification
	of the new work (scale not less than 1/8" = 1')			
14.2 A.2.b.3. Article IV	For proposed demolitions, the applicant shall demonstrate the reasonable efforts made to maintain the existing structure on the existing site.			
14.2 A.2.b.4. Article XIII	Description of how the historical character of the building or structure will be maintained or restored.			
14.2 A.2.b.5. Article IX	Description and specifications for all proposed site work, streetscape, and lighting materials per Article IX.			
14.2 A.2.b.6. Article XII	Specifications for fencing materials, style, measurements of all elements, i.e., posts, rails, distance between pickets, height, etc.			
14.2 A.2.b.7. Article XIII	For new exterior additions: plans, drawings, and other documentation to meet the requirements per Article XIII.			
<b>3. FOR NEW CONSTRUCTION</b>				
	All items from Section 1 above.			
14.2 A.2.c.1.	Plan or site plan showing abutters, the dimensions and locations of the proposed building, addition, site work or fencing in relation to the property lines, existing structures, setback lines, 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') and including location of adjacent structures within 100' of parcel boundaries.			
14.2 A.2.c.2.	Elevation drawings of proposed work showing the new work and its relationship to remaining structures. Drawings should indicate 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') and including the proposed structure in relation to structures on abutting properties.			

<b>Regulation Number</b>	<b>Item</b>	<b>Provided</b>	<b>Waiver Requested</b>	<b>HDC Verification</b>
14.2 A.2.c.3. Section 9.2	Limit of proposed tree clearing to be shown on the site plan and demarcated on the site.			
14.2 A.2.c.4. Article VIII Article XIII	Description of how the new construction will be complementary to the configuration of existing buildings and streetscapes.			
14.2 A.2.c.5. Article VIII	Details of new building massing and style.			
<b>4. FOR DOORS</b>				
	All items from Section 1 above.			
14.2 A.2.d.1.	Specifications of doors to include materials, style, type of construction and dimensions.			
14.2 A.2.d.2. Article VI	Description of how existing historical doors are to be retained and rehabilitated, if possible. Where doorways must be altered, a description of how they will respect the exterior architectural integrity of the building.			
<b>5. FOR WINDOWS</b>				
	All items from Section 1 above.			
14.2 A.2.e.1. Article X	Specifications to include materials, style, type of construction, dimensions, muntin profile and operation, per <u>Article X</u> .			
<b>6. FOR ROOFS</b>				
	All items from Section 1 above.			
14.2 A.2.f.1. Article XI	Specifications to include materials, style, size, shape, pitch, detailing and massing.			
<b>7. FOR CHANGE OF USE</b>				
	All items from Section 1 above.			
14.2 A.2.g.1.	Description of current use and proposed use, including a copy of the Notice of Decision from the Planning Board granting Non-Residential Site Plan Approval for the change of use, or a copy of the letter from the Office of Community Development granting an administrative change of use, if applicable.			

Regulation Number	Item	Provided	Waiver Requested	HDC Verification
<b>8. FOR UTILITIES &amp; OUTDOOR MECHANICAL EQUIPMENT</b>				
	All items in Section 1 above.			
14.2 A.2.h.1.	Specifications of the utilities and equipment to include size, color, and mounting requirements.			
14.2 A.2.h.2. Article VII Section 9.1	Description of how the appearance of the utilities or outdoor mechanical equipment shall be minimized per <u>Article VII</u> .			

NS/

8/17/23