



Town of Amherst, New Hampshire
Office of Community Development

Building · Code Enforcement · Planning · Zoning · Economic Development

AMHERST VILLAGE HISTORIC DISTRICT APPLICATION

1. **Type of application:** (check all that apply)

- ☐ Conceptual Consultation
☒ Application for Certificate of Approval to Alter, Construct, Repair Move, Demolish or Change the Use of any structure or place within the Amherst Village Historic District.

2. **Project Address:** 5 Beaver Brook Circle Map: _____ Lot: _____

3. **Zoning District and Overlay Districts:** (check all that apply)

Zoning Districts

- ☐ Residential Rural (RR)
☐ Northern Transitional (NT)
☐ Northern Rural (NR)
☐ General Office (GO)
☐ Commercial (C)
☐ Limited Commercial (LC)
☐ Industrial (I)

Overlay Districts

- ☒ Historic District (HD)
☐ Floodplain Conservation District (FCD)
☐ Wetland and Watershed Conservation District (WWCD)
☐ Aquifer Conservation and Wellhead Protection District (ACWPD)

4. **Primary Contact:** Judy Claborn

Email: carolcurry987@gmail.com **Phone #:** 603 213-8412

☒ Applicant ☒ Owner ☐ Attorney ☐ Surveyor/Engineer/Other Licensed Professional

5. **Applicant:** Judy Claborn

Address: 5 Beaver Brook Circle **City:** Amherst **State/Zip:** NH
Phone #: 603 213 8412 **Email:** carolcurry987@gmail.com

6. **Owner:** as above

Address: _____ **City:** _____ **State/Zip:** _____
Phone #: _____ **Email:** _____

7. **Surveyor/Engineer/Attorney/Other Licensed Professional:**

Address: _____ **City:** _____ **State/Zip:** _____
Phone #: _____ **Email:** _____

8. **Date Building was built (if known):** 1962

9. **Contributing House Number (can be found here <https://arcg.is/1nrb8e>):** N/A

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

Description of proposed work: Please see attached narrative

Reason for proposed work: Please see attached narrative

Special Conditions:

Describe any special conditions that you want the Commission to consider: _____

House is non-contributing
Roof must be repaired as quickly as possible
to avoid further water damage.

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 COMPLETED 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 Office of Community Development by close of business on the officially posted submittal date:

- 1. Completed and signed Application Form with all items required for a completed application as listed in the Historic District Commission Regulations (see below)**
- 2. Completed Checklist, Waivers (if applicable), and Abutters**
The checklist shall be completed as part of the application, including waiver requests with appropriate documentation.
- 3. Number and format of copies**
 - a. Five (5) paper copies of the application form and checklist, plans and supporting documentation.
 - b. One (1) digital (PDF) copy of the application form and checklist, plans and supporting documentation which may be submitted by email or physical portable storage device (USB jump drive, etc.).
 - c. One (1) paper copy of the abutters list.

4. Application Fee

Fees shall be determined at the time of submission. 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:

Conceptual Consultation
All other Applications

No Fee
\$ 60.00 application fee +
(\$7 x 6 abutters = \$ 42) =
\$ 102.00 total due

I/We have read the Town of Amherst Historic District Commission Regulations, Stormwater Regulations, and Zoning Ordinance, (as applicable), and agree to be bound by them and all applicable State, Federal, and Local laws and regulations. I/We understand that no alteration, construction, repair, moving, demolition or change of use of any structure or place within the Amherst Village Historic District may take place until a Certificate of Approval has been issued by the Commission. I/We understand that failure to comply with the applicable regulations, ordinances, and laws may result in revocation of, or denial of, approvals or permits by the Town.

I/We understand that the Amherst Office of Community Development must have on file a completed application with all required submissions as outlined in the Historic District Commission Regulations in accordance with the Historic District Commission's annual schedule of meetings and deadline dates.

Authorization to enter subject property

I/We hereby authorize members of the Amherst Historic District Commission, Office of Community Development staff and other pertinent Town departments, boards and agencies to enter my property for the purposes of evaluating this application. This authorization applies specifically to those particular individuals legitimately involved in evaluating, reviewing or inspecting this specific application/project. It is understood that these individuals must use all reasonable care, courtesy and diligence when entering the property.

AUTHORIZED SIGNATURES

Judy Clabin
Owner's Signature

7-16-25
Date

If Applicable:

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

The applicant, 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's Name & Title (Please Print)

Applicant/Agent's signature

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

Surveyor / Engineer / Attorney / Other Licensed Professional's signature

Date