



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:** \_\_\_\_\_ **Map:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ - \_\_\_\_\_
3. **Zoning District and Overlay Districts:** (check all that apply)

<b>Zoning Districts</b>	<b>Overlay Districts</b>
<input type="checkbox"/> Residential Rural (RR)	<input type="checkbox"/> Historic District (HD)
<input type="checkbox"/> Northern Transitional (NT)	<input type="checkbox"/> Floodplain Conservation District (FCD)
<input type="checkbox"/> Northern Rural (NR)	<input type="checkbox"/> Wetland and Watershed Conservation District (WWCD)
<input type="checkbox"/> General Office (GO)	<input type="checkbox"/> Aquifer Conservation and Wellhead Protection District (ACWPD)
<input type="checkbox"/> Commercial (C)	
<input type="checkbox"/> Limited Commercial (LC)	
<input type="checkbox"/> Industrial (I)	
4. **Primary Contact:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
☐ Applicant   ☐ Owner   ☐ Attorney   ☐ Surveyor/Engineer/Other Licensed Professional
5. **Applicant:** \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_
6. **Owner:** \_\_\_\_\_  
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): \_\_\_\_\_
9. Contributing House Number (can be found here <https://arcg.is/1nrb8e>): \_\_\_\_\_

10. **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: \_\_\_\_\_  
\_\_\_\_\_  
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**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	No Fee
All other Applications	\$ 60.00 application fee + (\$7 x __abutters = \$__) = \$_____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

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

\_\_\_\_\_  
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



Town of Amherst, New Hampshire  
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**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.	An abutters list to include: a. Names and addresses of all abutters, taken from the Town records not more than five (5) days before the day of filing; and, b. The names and addresses of any professional(s) assisting with preparing the application and plans; and, c. Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions; and, d. Names and addresses of landowner(s); and, e. Names and addresses of applicant(s), if different from owner.			
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	Plans and documents: a. Photographs of the existing structure and/or building site clearly showing areas and elements to be affected by the proposed work. 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. c. Complete specifications and/or descriptions of all materials for each element of the proposed work.			

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			

Regulation Number	Item	Provided	Waiver Requested	HDC Verification
	permanently altered or obscured as a result 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" =			



Regulation Number	Item	Provided	Waiver Requested	HDC Verification
	1') and including the proposed structure in relation to structures on abutting properties.			
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	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 <a href="#">Article X</a> .			
<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 <a href="#">Article VII</a> .			

NS/

8/17/23