

Mashpee Historic District Commission

Application for a CERTIFICATE OF APPROPRIATENESS

Application is hereby made for the issuance of a Certificate of Appropriateness under M.G. L. Chapter 40C, The Historic Districts Act, for proposed work as described below and on plans, drawings or photographs accompanying this application for:

PROPOSED WORK - PLEASE CHECK ALL CATEGORIES THAT APPLY:

(See Mashpee Historic District Manual for explanation and requirements)

1. Exterior Building Construction: New Building Addition Alteration
 Indicate type of building: House Garage Commercial Other _____
2. Exterior Painting of Non-Residential Structure:
3. Signs or Billboards: New sign Existing sign Repainting existing sign
4. Structure: Fence Wall Flagpole Other _____
5. Other Site Work: New Addition Alteration Demolition

DESCRIPTION OF PROPOSED WORK: On a separate sheet, in addition to the Required Application Materials (see page 2) and Architectural Specification Sheet (see page 3) provide a description of all particulars of work to be done, including detailed data on such architectural features as: foundation, chimney, siding, roofing, roof pitch, sash and doors, window and door frames, trim, gutters, leaders, roofing and paint color, including materials to be used, if specifications do not accompany plans, and any other explanatory material which would assist the Commission in providing a speedy review. The Commission may waive certain application materials as appropriate, but a Certificate may be disapproved if sufficient description of proposed work is not included with this application.

LOCATION / APPLICANT INFORMATION – PLEASE TYPE OR PRINT LEGIBLY

ADDRESS OF PROPOSED WORK _____
 ASSESSOR'S MAP NO. _____ ASSESSOR'S PARCEL NO. _____
 APPLICANT _____ TEL. NO. _____
 APPLICANT MAILING ADDRESS _____
 PROPERTY OWNER _____ TEL. NO. _____
 OWNER MAILING ADDRESS _____
 AGENT OR CONTRACTOR _____ TEL. NO. _____
 AGENT MAILING ADDRESS _____

Signed _____ Owner Contractor Agent DATE: _____
 (Must be signed by Owner, or Agent / Contractor with written authorization by Owner)

Received by Town Clerk: Date _____ Time _____ By _____
 (Signature of Town Clerk or authorized representative)
 Fee received: \$ _____

REQUIRED APPLICATION MATERIALS

CERTIFICATE OF APPROPRIATENESS

PLEASE SUBMIT THREE (3) COPIES OF THE FOLLOWING APPLICATION INFORMATION AND MATERIALS TO THE HISTORIC DISTRICT COMMISSION C/O THE MASPEE TOWN CLERK*

* Five additional copies of all plans, which may be at a reduced scale if approved by the Commission, must be provided if the Commission determines that a Certificate of Appropriateness is required for the proposal.

- a. The completed application form signed by the owner or authorized agent/contractor, including the Architectural Specification Sheet. (If agent or contractor, attach a letter signed by owner authorizing agent/contractor to represent the owner with regard to this application and bind the owner with regard to any representations made about the proposed work and any approval conditions imposed by the Commission.)
- b. Scaled site plans, at a scale of 1 inch = 40 feet, on 24"x36" sheets, showing the location of any existing and proposed structures, signs and site features, including any transformers, heat pump and condenser locations, electrical entries and meters, lamp posts, stove pipes, etc.
- c. Architectural plans and other drawings sufficient to describe in detail the work proposed (for signs 1 inch = 1 foot, for construction or alteration ¼ inch = 1 foot for architectural plans and elevations). Plans should be on 24" x 36" sheets. Sign drawings may be on 24" x 36" or 11" x 17" sheets. Architectural plans should include building details/profiles (i.e. moldings, fence caps, cornices, vents, etc.) and all dimensions (i.e. size of trim).
- d. Paint color samples for non-residential projects.
- e. Material samples or manufacturer's literature for siding, roof, awnings, light fixtures, brick and mortar samples, etc.
- f. Photographs of the building or site as it currently exists. (Historic photos may also be helpful.)
- g. In the case of demolition or removal, a written statement by a qualified expert regarding the condition of the structure proposed to be demolished in its current state and the reasons that demolition is justified.
- h. In the case of demolition or removal, a statement and plans of the proposed condition and appearance of the property thereafter.
- i. The appropriate application fee in the form of a check made payable to the "Town of Mashpee". **Fee for Residential projects is \$50 per residential unit proposed to be built or modified. Fee for non-residential projects is \$.05 per sq. ft. gross floor area, minimum \$200.** *(FEE WILL BE PAYABLE ONLY AFTER IT IS DETERMINED WHETHER A CERTIFICATE OF APPROPRIATENESS AND HEARING IS REQUIRED)*
- j. A certified abutters list and mailing labels listing all direct abutters and the owners of any other property located within one hundred (100) feet of the parcel on which work is proposed (obtained through the Mashpee Assessors Office).
- k. Any other materials which may illustrate the proposed work or assist in the Commission's review.

****AN APPLICATION MAY BE DENIED IF ANY OF THE ABOVE INFORMATION IS NOT PROVIDED WITH THE APPLICATION.****

PLEASE NOTE:

If the applicant or a representative is not present during the scheduled hearing, the application may be either continued or denied.

IF YOU HAVE ANY QUESTIONS REGARDING APPLICATIONS, PLEASE CALL THE MASHPEE PLANNING DEPARTMENT AT (508)539-1400 X8521 BETWEEN 8:30 A.M. AND 4:30 P.M. M-F.

