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)

	Indicate type of building: \Box	House 🗆 Garage 🗆] Commercial 🗌 Othe	r
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2. Exterior Painting of Non-Residential Structure:

3. Signs or Billboards: 🗌	New sign	Existing sign	□ Repainting	existing sign
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4. Structure: 🗌 Fence	🗌 Wall	Flagpole	Other	
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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 PAR	CEL 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 Til	me By (Signature of Town Clerk or authorized representative)
Fee received: \$	(Signature of Town Clerk of authorized representative)

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.)

 \Box 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.

 \Box 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 nonresidential 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*)

 \Box 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.

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.

ARCHITECTURAL SPECIFICATION SHEET

ADDRESS OF PROPOSED WORK	
FOUNDATION	
SIDING TYPE	
CHIMNEY TYPE	COLOR
ROOF MATERIAL	COLOR
PITCH	
WINDOW	
TRIM COLOR	
DOORS	COLOR
SHUTTERS	
GUTTERS	
DECK	
GARAGE DOORS	_ COLOR

Fill out completely, as appropriate for the proposed work, including measurements and materials/colors to be used.

DESCRIPTION OF PROPOSED WORK (Attach additional sheets if necessary):

Mashpee Historic District Commission CERTIFICATE OF APPROPRIATENESS COMMISSION ACTION

Date Application Received by Commi	ission from Town Clerk:		
Received by:(Signature of Commissi			_
(Signature of Commissi	ion Chairman or authorized re	epresentati	ve)
Application complete?	□ No		
Does application require a Certificate	e of Appropriateness? 🛛 Ye	s 🗆 No	
Public Hearing 🛛 required 🗌 wai	ved		
Date hearing notice/waiver posted: _	Date hearing	notice/wa	iver mailed:
Date of hearing notice/waiver deliver	red to Planning Board		
Date Public Hearing opened:	Date Publi	c Hearing C	Closed
On	the Commission voted	to	that this Certificate is hereby
CONDITIONS OF APPROVAL OR			
**************************************			**************************************

Please be advised that there is a 20-day appeal period after a decision has been made by the Commission. Approved applications can be picked up at the office of the Town Clerk after the appeal period has ended. A Certificate of Appropriateness is valid for one year after the Commission files it with the Town Clerk. A permit to complete the work applied for must be obtained from the Building Department (if required under the Building Code) and the permitted work must be completed within said one year period. If this is not possible, the Commission, in its discretion, may extend the time for exercise of such rights upon written request before Certificate expiration.

Certification by Town Clerk that appeal period has expired and that no appeal has been made:

(Signature of Town Clerk or authorized representative)