

# HISTORIC DISTRICT APPLICATION

## CITY OF SOMERSWORTH, NH

### PURPOSE

The recognition, preservation, enhancement and continued use of structures, sites, areas, and districts within the City of Somersworth having historic, architectural, cultural or design significance is required in the interest of the health, economic prosperity, cultural enrichment and general welfare of the community. The purposes of this district are to:

- Safeguard the heritage of Somersworth by providing for the protection of the structures and areas representing significant elements of its history;
- Enhance the visual character of the City by encouraging and regulating the compatibility of architectural styles within Historic Districts reflecting unique and established architectural traditions;
- Foster public appreciation of and civic pride in the beauty of the City and the accomplishments of its past;
- Strengthen the economy of the City by protecting and enhancing the City's attractions to residents, tourists and visitors;
- Stabilize and improve property values within the City; and
- Promote the private and public use of structures and areas within Historic Districts for the education, prosperity and general welfare of the community.

Please be sure to submit your **completed** application well in advance of the date on which you plan to start the project. If you are new to the planning and development process in Somersworth, we advise you to set up an appointment with the Director of Planning and Community Development or the Building Inspector prior to submission of your application. Application **fees are \$25** if the proposed value of the work is estimated to be in excess of \$2,500. All applicants shall be required to pay any and all legal advertising costs.

- The HDC meets the fourth Wednesday of every month\* (unless otherwise noted) and completed applications need to be submitted by noon 14 days prior to the meeting.
- Meetings are held in the Council Chambers.
- Meetings begin at 7 PM.\*
- Application properties are subject to Historic District Commission members visiting the site prior to the meeting.

\*Please check with City staff to confirm meeting dates/times.

**THE HDC SHALL ONLY REVIEW COMPLETE APPLICATIONS. USE THE CHECK LIST**

### **PROJECTS OF MINIMAL IMPACT**

Section 14.E.3 of the Zoning Ordinance indicates that certain proposals, as described in the Ordinance, shall be considered minimal impact and can be reviewed and acted upon by the Director of Planning and Community Development and the Building Inspector. If the Director and the Building Inspector are not in full agreement that a proposal is minimal impact, it must go before the Historic District Commission for review.

*If deemed minimal, no HDC meeting appearance is required and your application will be expedited.*

### **PROJECTS OF MAJOR IMPACT**

Projects of major impact, as outlined in Section 14.D.5 of the Zoning Ordinance must go before the Historic District Commission for review. The Commission is scheduled to meet the fourth Wednesday of every month but a **completed historic district application** must be submitted at least two weeks prior to the meeting to be placed on the agenda. (Use the checklist) Please note that if your project is considered major impact, a representative for and/or the applicant should attend the Historic District Commission meeting. All applications referred to the HDC for major impact will be reviewed for completeness prior to the meeting. A complete narrative should be prepared and any material samples or other prudent information or items should be presented at this meeting.

*If **not** deemed minimal, it will be considered major and you or a representative are strongly encouraged to appear in front of the Commission to review your proposed project.*

*Staff will contact you to inform you if your project is minor or major and will offer further direction.*

# HISTORIC DISTRICT APPLICATION

City of Somersworth, NH

Date Received: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_

Case Number: \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

1) Property Owner: \_\_\_\_\_

Address (Street/City/State/Zip): \_\_\_\_\_

Telephone & Email: \_\_\_\_\_

2. Applicant (if different than owner): \_\_\_\_\_

Address (Street/City/State/Zip): \_\_\_\_\_

Telephone & Email: \_\_\_\_\_

3. Contractor or Agent: \_\_\_\_\_

Address (Street/City/State/Zip): \_\_\_\_\_

Telephone & Email: \_\_\_\_\_

4. Address & Location of Proposed Project: \_\_\_\_\_

(i.e.: Front porch, north corner, roof etc.)

5. Description of Project (Include information on existing conditions and materials as well as the proposed changes. Include installation specifications and materials to be used. Use a separate sheet of paper if necessary). If the project is only to re-roof an existing asphalt or rubber roof with the same materials check here  and go to step 6F.

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**6. The following shall be submitted for a complete Historic District application:**

- A - Scale drawings (1/8" = 1' or larger) of the proposal (there are few exceptions to this). Please include all dimensions, measurements, materials, etc. on the scale drawings. (Except for new structures, 11x17 is the maximum paper size.) All drawings should show:**
  - Proposed changes
  - Dimensions
  - Materials in relationship to major architectural features: i.e. a new door should be shown in context with the entire elevation.
  
- B - Specifications on the materials and installation (please include information on all proposed materials; example: brochures, manufacture's product sheet, physical samples, pictures, etc.**
  
- C – For construction of a new unit or an addition thereto, a scaled plot plan depicting the location of the proposed construction and set back lines. This plan must also indicate the location of abutting structures left and right of the proposed construction, site elements, gradient lines, and a north arrow.**
  
- D - Photographs: One (1) set of 4" x 6" (or larger) color prints of all building elevations (including those not affected by the proposal) and streetscape views from two (2) directions.**
  
- E - Photographs: Showing elements to be worked on with specific details. Provide pictures of specific points of work on the building/property.**
  
- F - Estimated total cost of project: \$ \_\_\_\_\_**
  
- G - A list with addresses of abutting property owners (required at the discretion of the Planning Office).**

**7. Please contact the Office of Economic Development and Planning for applicable fees.**

**Applicant / Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY USE ONLY**

**APPROVED AS MINIMAL IMPACT Yes or No**

**REVIEWED FOR APPLICATION COMPLETENESS**

**Y N Signature of Director of Planning and Community Development and Building Inspector required**

**Building Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director of Development Services:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HDC Chairman:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Conditions:** \_\_\_\_\_

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