

HISTORIC DISTRICT COMMISSION  
TOWN OF GILMANTON  
P.O. BOX 550  
GILMANTON, NH 03237  
(603) 267-6700 (phone)  
(603) 267-6701 (fax)

OFFICE USE ONLY
DATE: _____
FEE : _____
CASH/CHECK # _____
CASE # _____
SIX MO. _____

## APPLICATION FOR CERTIFICATE OF APPROVAL

Please refer to the Gilmanton Historic District Commission's **Regulations** and **Procedures** before filing this application. This application must be completed accurately and in its entirety in order for it to be processed and a check for the appropriate application fee must be submitted, made payable to the Town of Gilmanton.

PLEASE PRINT CLEARLY

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone# \_\_\_\_\_ Email \_\_\_\_\_

Owner \_\_\_\_\_  
(if same as applicant, write "same")

Location of Property \_\_\_\_\_  
(property address) (map & lot number)

Please submit an abutters list printed by utilizing the Town's online tax maps.

In the space below, please describe the project(s) for which you are requesting Commission approval. Attach another sheet if necessary. **Please note** that completed plans and drawings or sketches must be submitted at least 10 days in advance of the scheduled meeting. FOR DETAILS ON REQUIRED SUBMITTALS PLEASE SEE *HISTORIC DISTRICT COMMISSION PROCEDURES*.

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I understand that I must appear in person or be represented by my agent at the public hearing. The agent who represents me at this hearing must be familiar with the case and I agree to be bound by his or her testimony.

I have read the Gilmanston Historic District regulations & procedures prior to completing and signing this application. I understand that the application could be tabled for lack of information. I AGREE TO A PROPERTY VISITATION BY COMMISSION MEMBERS IF THEY DEEM IT NECESSARY.

Property Owner Signature \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

# PROJECT CHECKLIST

During your meeting, members of the Commission will have this list in front of them. The information called for by this list, if it pertains to your project, must be available on your drawings and/or in written form as part of your presentation.

State and local building codes may not be compatible with historic design. The Commission recognizes this problem and will work closely with an applicant, his contractor or architect to solve any problems. The applicant is reminded, that any agreement with the code official that is different from the HDC approval must return to the HDC for final approval.

Areas of conflict between building codes and HDC regulations have typically been the size of upstairs bedroom windows, exterior steps, placement of plumbing vents and placement of chimneys. The code official should be consulted at an early stage of planning and any conflicts should be identified. The Commission has nearly always been able to solve these conflicts.

Keep in mind, however, that once a design is approved by the Commission, it may not be altered in any way ***without reappearing before the Historic District Commission and getting approval.***

## ALL ELEMENTS SHOULD BE PICTURED WITH MEASUREMENTS AND COMPOSITION NOTED.

### 1. FOUNDATION Describe:

Composition \_\_\_\_\_  
Treatment to exterior surface \_\_\_\_\_  
Height above grade Basement windows \_\_\_\_\_  
Size \_\_\_\_\_  
Location \_\_\_\_\_  
Composition \_\_\_\_\_

### 2. SIDING (Samples or pictures should be available at the hearing.) Describe:

Composition Dimensions of siding \_\_\_\_\_  
If clapboard, describe the reveal and whether it is graduated upward \_\_\_\_\_  
\_\_\_\_\_ If graduated, describe the graduation scheme \_\_\_\_\_  
If shingles are proposed, describe material \_\_\_\_\_  
Reveal \_\_\_\_\_  
treatment (if any) \_\_\_\_\_  
If brick is to be used, describe brick \_\_\_\_\_  
pattern to be laid color of the mortar \_\_\_\_\_

2. TRIM Describe and dimension:

Composition

Corner boards \_\_\_\_\_  
width thickness \_\_\_\_\_

Other \_\_\_\_\_  
width thickness \_\_\_\_\_

3. WINDOWS (Include a drawing or brochure with the size and arrangement of panes i.e. 6/6, 9/6 etc.)

Size Style \_\_\_\_\_

Storm windows

Composition \_\_\_\_\_

Style \_\_\_\_\_

4. WINDOW TREATMENT(If shutters are proposed, include a drawing showing the style and hardware, state dimensions.)

Casings: width thickness \_\_\_\_\_

Sills: width thickness \_\_\_\_\_

Size of brickmold Cap: width thickness \_\_\_\_\_

Other surrounding treatment \_\_\_\_\_

5. DOORS

Exterior doors

Composition Style \_\_\_\_\_

Size Storm doors \_\_\_\_\_

Composition Style \_\_\_\_\_

Size \_\_\_\_\_

6. DOOR TREATMENT( Provide a separate drawing of doors showing size and design of all moldings, pilasters, lights, panels, sills and other surrounding features. If available, a brochure is acceptable.)

Casings:

Composition/material \_\_\_\_\_

Width thickness \_\_\_\_\_

Surround features \_\_\_\_\_

\_\_\_\_\_

7. COLOR Provide color chips or brochures for every color used \_\_\_\_\_

8. ROOF (See *REGULATIONS*, II-J, p. 8-9.) Describe and dimension

Composition Style \_\_\_\_\_

Pitch \_\_\_\_\_

Eaves' treatment \_\_\_\_\_

Fascia/returns/venting \_\_\_\_\_

Gable ends \_\_\_\_\_

Rake boards/moldings/ridgeline vents/dormers \_\_\_\_\_

\_\_\_\_\_

Treatment dimensions \_\_\_\_\_

Snow sliding/gutters/downspouts \_\_\_\_\_

9. CHIMNEY(S)

Composition Dimensions \_\_\_\_\_

Spark arrestor or cap \_\_\_\_\_

Composition Dimensions Style \_\_\_\_\_

10. EXTERIOR STEPS

Composition \_\_\_\_\_

Dimensions \_\_\_\_\_

Railing \_\_\_\_\_

Composition \_\_\_\_\_

Dimensions \_\_\_\_\_

Finish \_\_\_\_\_

11. EXTERIOR LIGHTING

Fixtures

Style \_\_\_\_\_

Composition \_\_\_\_\_

Size \_\_\_\_\_

Supporting post \_\_\_\_\_

Style \_\_\_\_\_

Composition \_\_\_\_\_

Size \_\_\_\_\_

