

When does a district property owner need to file an “Application for Recommendation of Appropriateness” form?

The primary aim of the Historic District Commission is to be a resource for district or town residents on their construction or restoration projects, whether or not a building permit is required. However, the advice of the commission needs to be sought on all property modifications or external, structure-related alterations that are visible from the public way for which a building permit is required. In such cases, the “Application for Recommendation of Appropriateness” form is used to document the communication between the district resident and the Commission.

The following are examples of projects that merit the filing of an “Application for Recommendation of Appropriateness” form if visible from the right-of-way:

- Changing features of existing main structure, shed, garage, or other out building.
- Demolition of existing main structure, shed, garage, or other out building.
- Building of a new structure
- Construction of a deck
- Installation of a pool
- Installation of a fence
- Hanging of signage
- Window or shutter changes
- Moving a structure

What is the “Recommendation of Appropriateness” process?

When any Historic District resident applies for a building permit to construct, alter, move or demolish any structure within the district, the Zoning Administrator will provide an “Application for Recommendation of Appropriateness” form. The form should be filled out and returned to the Zoning Administrator who will forward the completed application to the Historic District Commission chairman with the accompanying plans and elevations. The commission shall subsequently meet to discuss the application during which time it may choose to communicate with the applicant. The commission will provide its advice and suggestions and send its recommendation to the zoning administrator who will use the advice of the commission in the building permit process. The role of the Historic District Commission is purely advisory and its opinions cannot prevent the granting of a building permit. “Application for Recommendation of Appropriateness” forms can be obtained at the town hall or on the main page of the commission's website.