

Fee: \$50 Newspaper Ad: \$65
 Abutter Notification: \$10 x _____
 TOTAL: _____
 Check# _____
 Cash Other _____



Date Received: _____
 By: _____ M/L: _____
 District: _____
 Case# _____
 Hearing Date: _____

CERTIFICATE OF APPROVAL APPLICATION

NOTE: This application is not acceptable unless all required statements have been made. Additional information may be supplied on a separate sheet if the space provided is inadequate.

The Bristol Historic District Ordinance requires a Certificate of Approval for repair, alteration, construction, relocation, or demolition of any structure within the Historic Overlay District. The intent of this form is to provide the Historic District Commission (HDC) with clear information concerning the scope and nature of the proposed project and its effect on the appearance and atmosphere of the district. Please answer all applicable questions completely and include any additional data you believe would be useful, attaching additional sheets where necessary, bearing in mind the Commission reserves the right to request further clarifying data on which to base its decision.

Applicant's Name: _____

Name of Property Owner, if different: _____

Owner's Address: _____

Owner's Phone #/Email: _____

Agent's Address: _____

Agent's Phone #/Email: _____

Written permission to represent owner must be submitted with application.

Property/Project Street Address: _____

Permission for HDC to access the site? YES NO

1. **Existing Use:** _____ Feet of Frontage: _____ Sq. Ft. of Lot: _____
 (single family, seasonal usage, etc.)

2. **Nature of Proposed Project** (Check all that apply)

- | | | | |
|---|--------------------------------------|---|--|
| <input type="checkbox"/> New construction | <input type="checkbox"/> Demolition | <input type="checkbox"/> Building Alterations | <input type="checkbox"/> Change of Use |
| <input type="checkbox"/> Addition to an Existing Building | <input type="checkbox"/> Other _____ | | |

3. **Narrative Description of proposed project:** _____

4. Physical Appearance (Answer as Applicable):

- a. Plot Plan or Survey (if available; attach copy to the application): Note major dimensions, including distances from structures to property lines and street(s).
- b. Proposed Project: Attach a reasonably accurate representation of the finished appearance of the project. Scale drawings, sketches, photographs, and/or models which provide a realistic concept of the project; are all acceptable.
- c. Materials: Specify proposed materials, colors, and dimensions (if available, attach samples such as paint chips, etc.)
 - i. Clapboards or Siding _____
 - ii. Roof/Shingles _____
 - iii. Windows _____
 - iv. Visible Foundations _____
 - v. Chimneys _____
 - vi. Fences _____
 - vii. Sash and Trim _____
 - viii. Shutters _____
 - ix. Porches / Railings _____
 - x. Other _____
 - xi. Signs _____
 - a. Purpose _____
 - b. Dimensions _____
 - c. Materials _____
 - d. Design _____

- 5. **Additional information:** Submit any additional information you believe to be important in consideration of the proposed project (A current photograph of the property is required.) The Commission reserves the right to request additional information before acting on an application.
- 6. **Proof of Representation:** If someone is representing you for the hearing, then proof that you have given them authority to act on your behalf, must be submitted with the application.
- 7. **Abutters List:** The list must contain the full name of the property owner(s), their current mailing address, as well as their Bristol Tax Map and Lot Number. A form is provided for your use and can be located on the Town’s website or at the Town Offices.

Signature of Applicant/Agent: _____ Date: _____



TOWN OF BRISTOL HISTORIC DISTRICT COMMISSION CERTIFICATE OF APPROVAL INSTRUCTIONS

1. Schedule a Meeting with the Land Use Office.

- a) Contact the Land Use Office of the Town of Bristol at [603-744-3354](tel:603-744-3354) to schedule a meeting.
- b) Before the meeting, the applicant should review the Historic District Commission's General Guidelines for Design. These guidelines provide direction on signage, building exterior changes, and lighting, among other subjects.
- c) At the meeting, the Land Use Office will determine whether the applicant's project requires him / her to appear before the Historic District Commission at a public hearing for a Certificate of Approval.

2. Prepare to attend a Historic District Commission Meeting for a Preliminary Conceptual Consultation (PCC), if needed.

Should the Land Use Office be unable to determine that a Certificate of Approval is required; the Historic District Commission recommends that the applicant appear for a Preliminary Conceptual Consultation (PCC) to provide guidance to the applicant and assist in a smooth application process. This can be scheduled for the next Historic District Commission meeting.

3. Prepare your Certificate of Approval Application.

The applicant will submit a completed Certificate of Approval Application to the Land Use Office which includes:

- Application for Certificate of Approval
- Narrative description of the project
- Plot plan or survey (i.e. tax map)
- Current photograph(s) of the property
- Graphic representation of proposed project
- Abutters List
- Applicable Fees

As the Town of Bristol is required to notify all abutters of the hearing and is also required to advertise public hearings, the cut-off date for completed applications is approximately one month prior to the meeting date. Please review the Town of Bristol's Historic District Commission Application Filing Deadlines, posted at the Town Office and on the Town's website, for the specific dates.

4. Participate in a Public Hearing.

- a. After the PCC, if applicable and once the application has been submitted, the applicant will be required to appear for a public hearing before the Commission to obtain a Certificate of Approval. Public hearings are scheduled during monthly meeting times.
- b. When appearing for your hearing, please be prepared to discuss your Certificate of Approval application.
- c. The Commission will review the application with input from the public and either approve, approve with conditions, or disapprove your application.
 - i. ***If approved or approved with conditions***, you will be provided with a copy of the Certificate of Approval. The Certificate of Approval is mailed within five (5) business days. There is a 30-day right of appeal, therefore, the Commission recommends that you do not undertake any work until after this period and if conditions are issued, you must meet all the conditions issued.
 - ii. ***If disapproved or denied***, a Notice of Decision will be mailed in five (5) business days and you have a 30-day right of appeal to the Town's Zoning Board of Adjustment.

Town of Bristol Abutter Notification List

Name and address should be those of current owners as recorded in the Tax Records at the time of submission of your application. If more room is needed, copy this sheet and attach. Be sure to make note of how many abutter sheets you are submitting - _____ # of sheets. For the purposes of notification, the applicant (and owner if different) and any professionals who have provided their service are considered abutters.

1) Owner's Name _____ Tax Map # _____

Mailing Address _____ Lot # _____

City _____ State _____ Zip Code _____

2) Owner's Name _____ Tax Map # _____

Mailing Address _____ Lot # _____

City _____ State _____ Zip Code _____

3) Owner's Name _____ Tax Map # _____

Mailing Address _____ Lot # _____

City _____ State _____ Zip Code _____

4) Owner's Name _____ Tax Map # _____

Mailing Address _____ Lot # _____

City _____ State _____ Zip Code _____

5) Owner's Name _____ Tax Map # _____

Mailing Address _____ Lot # _____

City _____ State _____ Zip Code _____

6) Owner's Name _____ Tax Map # _____

Mailing Address _____ Lot # _____

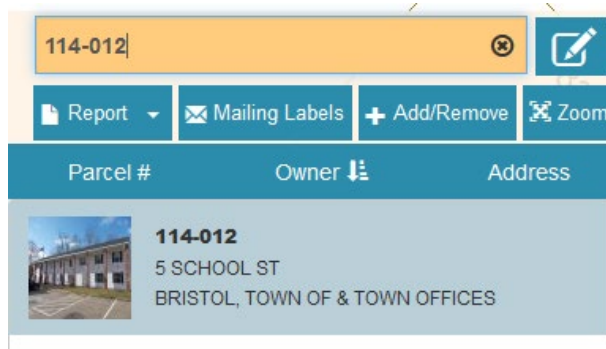
City _____ State _____ Zip Code _____

Addresses Verified – Date: _____

By Whom: _____ **Department** _____

How to obtain an abutter's list using the Town website.

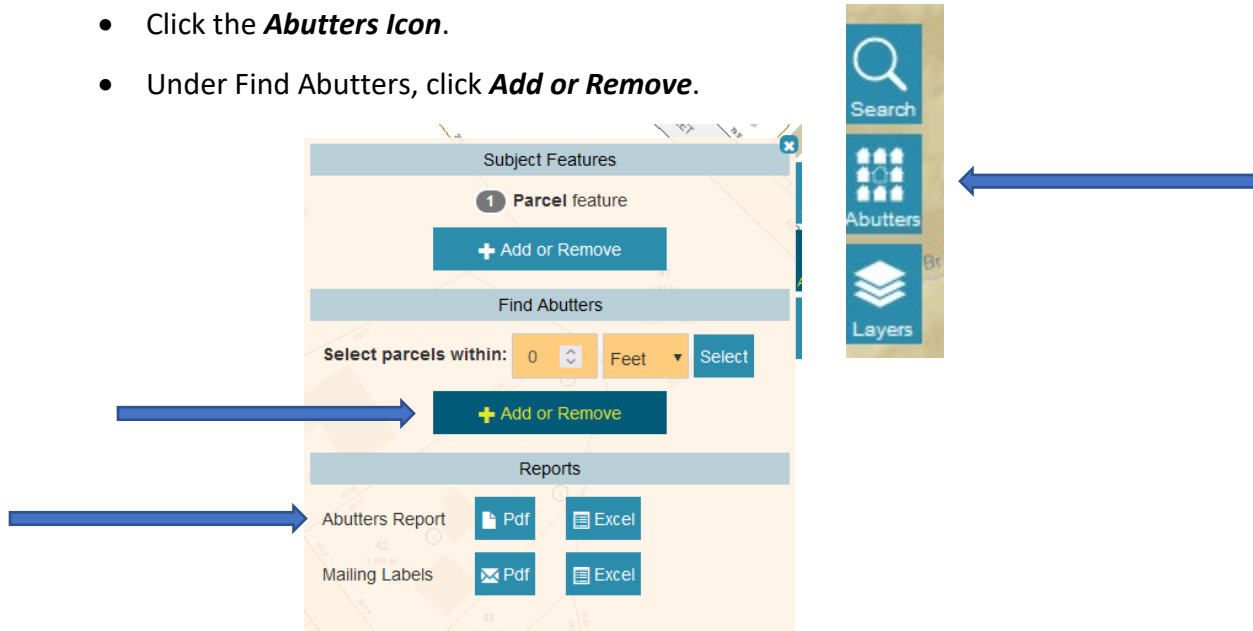
- Go to the Homepage at www.bristolnh.gov
- Click the **Maps** button in the left-hand column.
- This will take you to <https://www.axisgis.com/BristolNH/>
- Click the **magnifying glass** to search:
- Enter property address or Map and Lot number.



The property you chose will show in yellow.



- Click the ***Abutters Icon***.
- Under Find Abutters, click ***Add or Remove***.



- Click on the parcels surrounding your property.
(Abutters are those sharing a border and across any streets or rivers. If the property address is located in an association, the Land Use Office will assist you with identifying the appropriate abutters.)
- Abutting properties will appear in red.
- Under Reports, click ***Abutter's Report PDF***
- Print and submit this report to the Land Use Office with your Application. (The Land Use Office will verify your abutter's list.)

