

Town of Henniker, NH  
Historic District Commission

**Certificate of Appropriateness Application**

The Historic District Commission has an obligation to the citizens of Henniker who voted to adopt the Historic District Zoning Ordinance in March 2005. We want to work with applicants to accommodate their needs as much as possible within the Henniker Zoning Ordinance Article XXX, Historic District, VII. Guidelines for Review (attached). The HDC meets quarterly to discuss applications. Complete applications are due to the Planning Office twenty-one (21) days before the meeting.

The presence of the Applicant or Agent at the meeting and a complete application are required for the HDC to consider the submitted application.

PROPERTY OWNER:	TAX MAP #:
PROPERTY ADDRESS:	TAX LOT #:
MAILING ADDRESS:	TYPE OF APPLICATION:
TELEPHONE:	<input type="checkbox"/> Changes to Existing Structure <input type="checkbox"/> Construction of New Structures <input type="checkbox"/> Demolition/Relocation <input type="checkbox"/> Other (excluding signs)
APPLICANT/AGENT:	EXISTING USE OF PROPERTY:
ADDRESS:	
TELEPHONE:	

The following are required by the HDC to be made part of this application:

1. Attach a general description of the proposed project. This description must address, in order, each of the structural and non-structural features listed in the Guidelines for Review that are applicable for the proposed project. Attach specific supporting documentation, such as paint chips, manufacturer's literature and specifications, photographs, drawings, etc. If listed feature is not applicable, then note: N/A.
2. Attach a sketch, or site plan drawn to scale if appropriate, showing the location of the proposed activities relative to existing building(s) and property lines.
3. Attach a sketch or a scaled drawing showing in cross-sectional view(s) the architectural style of the structural and nonstructural features of the proposed project.
4. Attach a copy of the minutes of the Board of Selectmen hearing that approved the project.

5. Sign the application:

A. Applicant

I, applicant, verify that the information contained within this application is correct to the best of my knowledge.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

B. Agent (if applicable)

I hereby authorize \_\_\_\_\_ to act in my behalf as my AGENT in the processing of this application and to furnish, upon request, supplemental information in support of this application.

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date

C. Town

For activities occurring on Town-owned land, I acknowledge that this application is being submitted on behalf of the Town of Henniker.

\_\_\_\_\_  
Town Administrator's signature

\_\_\_\_\_  
Date

6. Submit fees and the completed application to the Planning Office no later than 21 days prior to the next HDC meeting.

<u>Fees</u>	
Application	\$15 (free for nonprofits)
Newspaper notice	\$35
Abutters (each)	\$ 5 x _____
Total Fees \$	_____

*DO NOT WRITE IN THIS SPACE*

Application Number: \_\_\_\_\_

Date App. Rcvd: \_\_\_\_\_

Amount Rcvd: \_\_\_\_\_

Rcvd By: \_\_\_\_\_

**Article XXX**  
**Historic District**  
**March 2005**

**VII. GUIDELINES FOR REVIEW**

- A. The purpose of these guidelines is to preserve the distinctive character and integrity of the Historic District when rehabilitation and new construction are proposed.
1. Changes to Existing Structures
    - a. Routine maintenance of existing structures within the District shall be deemed of no interest to the Commission.
    - b. When determining the appropriateness of all other alternatives, restorations, or remodeling of existing structures within the District the following criteria shall be used:
      - i. When an exterior or interior change is proposed, significant existing materials and elements shall be retained.
      - ii. Where glass, plastic, wood, masonry elements are an integral part of a structure's historical architectural character, consideration shall be given to preservation of these elements so as to retain their original appearance.
      - iii. Any new design elements introduced shall respect the character, age, and history of the structure.
      - iv. Existing historical doors, door frames, windows, and window frames shall be retained and rehabilitated wherever possible. When replacement is essential, new doors, door frames, windows, and window frames shall be in character with the structure.
      - v. Features which give a roof historical character shall be preserved or restored to the extent that such features are visible from the ground
      - vi. Essential outdoor mechanical equipment shall be installed in locations which create the least disturbance to the historical appearance of the structure and which involve minimum alteration and impact to its structure.
  2. Construction of New Structures
    - a. Construction shall be complementary to the configuration of existing structures in the District.
    - b. Structures shall utilize exterior materials in keeping with the exteriors of structures in the District.
    - c. Structures shall respect and reflect the traditional scale and proportions of other existing historical structures, taking into consideration the height, width, setback, roof shapes or pitches and facade patterns of existing structures within the District.
  3. Demolition
    - a. No demolition permit may be issued by the Town until the Commission has either filed with the Town a signed letter of approval or has failed to file a Notice of Disapproval within the specified time period of forty five (45) days.
    - b. Where public safety needs require the immediate removal of a structure within the District, as determined and certified by the Town, the Historic District Commission shall allow removal if notice was provided to the Committee within 24 hours by certified mail of such determination.

4. Relocations
  - a. Structures within the Historic District shall be retained on their present sites whenever possible. Relocation shall be considered as an alternative to demolition.
5. Signs/Plaques
  - a. All new signs/plaques and all changes to existing signs/plaques within the Historic District shall require review and approval by the Historic District Commission.
  - b. New signs/plaques shall be constructed of wood, metal or stone, exhibiting historical sign design and color, and have no internal illumination.
  - c. Size shall be determined given the context of the site and building(s).
  - d. Portable/seasonable/temporary signs/plaques may be permitted for up to 30 days per year.
  - e. If there is a conflict between the requirements of the Historic District Ordinance and the Town of Henniker Sign Ordinance, this section of the Historic District Ordinance shall supersede the Sign Ordinance.
6. Streetscape
  - a. Off street parking shall be placed to the rear of structures where possible and appropriately screened.
  - b. Historical and traditional markings for property boundaries and grounds, such as stone walls, fences and tree borders shall be preserved. Replications or extensions may be introduced where appropriate.

Refer to the entire Article XXX, Historic District, for other provisions.

### Certificate of Approval / Notice of Disapproval

The Henniker Historic District Commission has voted to Approve (**A**), Approve with Conditions (**AC**), Disapprove (**D**), or Table (**T**) the following listed work pertaining to the application above.

Signed: \_\_\_\_\_ or \_\_\_\_\_ Date: \_\_\_\_\_  
Henniker HDC Chair Henniker HDC Vice Chair