

TOWN OF EASTHAM
2500 State Highway
Eastham, Massachusetts 02642

OLDE TOWN CENTRE HISTORIC DISTRICT COMMISSION

Procedure to follow to decide which form to file with the Olde Town Centre Historic District Commission for *any exterior* work on your property:

1. Check to see if your work is covered under Page 2 - Categories entitled to Certificates of Non-Applicability.
2. If it comes under one of these categories, fill out Page 3 - Application to Olde Town Centre Historic District Commission for Certification of Non-Applicability.
3. If your work is not covered under the above, you must go to Page 4 and follow the instructions for filing for a Certificate of Appropriateness found on Pages 5 and 6.
4. After the appropriate form has been filled out, deliver it to the Appeals Clerk in the Building Department at Town Hall.
5. A member of the Olde Town Centre Historic Commission will pick up the application and schedule a meeting within 14 days of the filing.
 - a. If a Certificate of Non-Applicability is to be given, it will be decided upon that meeting and mailed out to the applicant.
 - b. If a Certificate of Appropriateness is required, the commission will review the application and post a notice of a Public Hearing. At the close of the Public Hearing and if there are no objections, a Certificate of Appropriateness will be issued. This process may take approximately 3 to 4 weeks from the posting of the notice.

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**OLDE TOWN CENTRE HISTORIC DISTRICT COMMISSION
CATEGORIES ENTITLED TO CERTIFICATES OF NON-APPLICABILITY**

The following categories require filing for Certificates of Non-Applicability:

1. Ordinary maintenance and repair of an exterior architectural feature if such repair and maintenance does not involve a fundamental change in design and materials and/or color.
2. Any constructions, demolitions or alterations under orders issued by a building inspector or similar agent for the purpose of public safety.
3. Major Landscaping designs with plants, trees, hedges or shrubs.
4. Terraces, walks, sidewalks and other similar structures, including driveways or parking lots provided that the structure is at grade level.
5. Storm doors and windows, screen doors and windows, air conditioners and conventional roof-top TV antennae. (Not exempt from Commission review would be TV satellite dishes and short-wave radio antennae).
6. The reconstruction substantially similar in exterior design of a building, structure or exterior architectural feature damaged or destroyed by fire, storm, or other disaster provided such reconstruction is begun within one year thereafter and carried forward with due diligence.
7.
 - A. Signs used for residential occupation or professional purposes which are not more than one foot square in area, provided that:
 - a. Only one sign is displayed for each building or structure.
 - b. The sign consists of letters painted on wood without a symbol or trademark.
 - c. If illuminated, is illuminated only indirectly.
 - d. All signs would conform to the present Eastham Sign Code except as herein noted.
 - B. Signs used in connection with non-residential purposes which are not more than twelve square feet in area, provided that:
 - a. Only one sign is displayed for each building or structure.
 - b. The sign consists of letters painted on wood without a symbol or trademark.
 - c. If illuminated, is illuminated only indirectly.
 - d. All signs should conform to present Eastham Sign Code except as herein noted.
8. Temporary signs and structures up to thirty days.
9. Change in color of house, trim (doors, shutters, etc.) or roofing if selected from charts approved by the Historic District Commission (available in Town Hall).

**APPLICATION TO
OLDE TOWN CENTRE HISTORIC DISTRICT COMMISSION
for
CERTIFICATION OF NON-APPLICABILITY**

Application is hereby made, in triplicate, for the issuance of a Certificate of Non-Applicability under the Olde Town Centre Historic District Commission by-law for proposed work as described below and on plans, drawings and/or photographs accompanying this application.

DATE: _____

OWNER: _____ TEL. NO. _____

HOME ADDRESS: _____

ADDRESS OF PROPOSED WORK: _____

AGENT/CONTRACTOR: _____ TEL. NO. _____

ADDRESS: _____

This application is for non-applicability of proposed exterior construction and alterations on the ground that:

(Check applicable box)

- 1. It will not be visible from any way or public place.
- 2. It is within a category declared entitled to Non-Applicability, Olde Town Centre Historic District Commission.

PROPOSED WORK: Describe and furnish plan or proposed work, showing location on lot, and, if an addition is involved, showing location of existing building.

SIGNED _____
Owner/Contractor/Agent

Space below line for Committee use:

Received by H.D.C.

The Certificate is hereby _____

Date _____

Time _____

Date _____

By _____

Approved
Disapproved

C80 s8 Appeals: An applicant may, within 20 days of the filing of the decision of the Commission with the Town Clerk, appeal to a superior court. The Commission must pay costs only if it appears to the court that the Commission has acted with gross negligence, bad faith or malice

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INSTRUCTIONS AND CHECK SHEET FOR CERTIFICATE OF APPROPRIATENESS

Three copies of the attached Application and Specification Sheet must be filed with the Appeals Clerk in the Eastham Town Hall. Major details of architectural construction must be completely listed on Specification Sheet.

Under heading "Description of Proposed Work" indicate type of work, i.e., new construction, alteration or repair, raze, move or remove building, sign, fence, etc. Designate whether dwelling, commercial structure, garage, shed, etc., and give detailed descriptive data on the architectural features.

Each applicant should file the following documents along with three copies of the application:

NEW BUILDING

1. Ten plot plans, drawn to scale, showing building dimensions, distance from street, property lines, and adjacent buildings.
2. Ten copies of elevations of all sides of building with all details drawn to scale and showing existing and proposed final grades.
3. One set of paint color chips of all colors to be used.

ADDITIONS AND/OR ALTERATIONS

1. Ten plot plans, drawn to scale, showing existing building plus proposed addition.
2. Ten copies of elevations, drawn to scale, of all sides of addition, plus the side of the existing building to which the addition is to be attached. Show existing grade and proposed final grade. A photo of the existing structure should be provided.
3. One set of paint color chips of all colors to be used.

SIGNS (Unless exempted by the by-law)

1. A good quality scaled drawing showing dimensions of sign and post if required, including the style of lettering.
2. One set of paint color chips of all colors to be used.
3. Elevation, drawn to scale, or photo, showing location of sign, on wall of building, or other location in relation to the building.
4. If free standing sign; plot plan, drawn to scale, and showing location of sign and building and distance from street and property lines.
5. Indication of lighting (location and type)

OTHER STRUCTURES (Walls, fences, pools, flagpole, etc.)

1. One accurate plot plan, drawn to scale, and including dimensions, showing the location of the structure relative to streets and buildings.
2. Picture of the site where the structure will go.
3. A drawing, photo or brochure of the structure indicating height and type of material to be used.
4. If color other than white or natural, one set of paint color chips.

**APPLICATIONS WILL BE REJECTED (OR RETURNED) IF COMPLETE DRAWINGS
AND SPECIFICATIONS ARE NOT SUBMITTED FOR COMMISSION REVIEW.**

PLANS SHOULD BE NO LARGER THAN 11" X 17"

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Abutter Certification: \$25.00
Filing Fee: \$250.00 plus \$8.00 per abutter

DATE: _____

OWNER: _____ TEL. NO. _____

HOME ADDRESS: _____

ADDRESS OF PROPOSED WORK: _____

NAMES AND ADDRESSES OF ABUTTING OWNERS _____

AGENT/CONTRACTOR: _____ TEL. NO. _____

ADDRESS: _____

DESCRIPTION OF PROPOSED WORK:

SIGNED _____

Owner/Contractor/Agent

Space below line for Committee use:

Received by H.D.C.

The Certificate is hereby _____

Date _____

Time _____

Date _____

By _____

Approved
Disapproved

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SPECIFICATION SHEET

	MATERIAL	COLOR
FOUNDATION		
SIDING TYPE		
CHIMNEY		
ROOF MATERIAL		
WINDOWS		
TRIM COLOR		
DOORS		
SHUTTERS		
GUTTERS		
DECK		
GARAGE DOORS		
SKYLIGHTS (Flat surface only approved)		

ADDITIONAL INFORMATION:

**TEN COPIES OF THIS FORM MUST BE SUBMITTED ALONG WITH THE APPLICATION.
FILL OUT COMPLETELY REGARDING MATERIALS, MEASUREMENTS AND COLORS.**