

**EXETER
HISTORIC DISTRICT COMMISSION
APPLICATION**

The primary purpose of the Historic District Commission is to preserve Exeter’s heritage as seen in its exterior architecture while promoting full use and enabling development and renovation consistent with the guidelines of the zoning ordinances. The Commission also functions as a resource for those interested in promoting the spirit and intent of the District outside its boundaries. It is the intention of the Commission to move as expeditiously as possible on the applications that come before it. However, the Commission may require additional submissions or site visits that may delay consideration of an application.

Property location: _____

Map: _____ Block: _____ Parcel: _____ Lot: _____

(This information can be obtained from the Assessor’s Office or Planning Dept.)

Owner of Property

Name: _____

Address: _____

Telephone: _____

Applicant (IF not owner, complete Authorization below)

Name: _____

Address: _____

Telephone: _____

The above named owner and applicant recognize that the property is situated in the Historic Districts of Exeter, New Hampshire. We certify that the information contained in the application is true to the best of our knowledge and request that the Exeter Historic District Commission consider the following proposal for said property.

Signed: _____	(Owner)	_____	(Date)
_____	(Owner)	_____	(Date)
_____	(Applicant)	_____	(Date)

Authorization

I/We attest that I/we am/are the owner(s) of the above named property to be modified, and I/we authorize the applicant to represent me/us before the Exeter Historic District Commission in all matters concerning this application.

Date: _____

Date: _____

Please check any of the following categories, which are appropriate to this application:

- _____ Move an existing structure to, from or within the Districts
- _____ Demolition of all or part of an existing structure
- _____ New construction
- _____ New construction – addition to an existing structure
- _____ Change appearance (roofing, chimney, doors, fence, landscaping, etc.)
- _____ Window replacement
- _____ Restore to original or appropriate style or period
- _____ Signs: New or Change
 - Location(s)
 - Primary _____
 - Secondary _____
 - Size(s)
 - Primary _____
 - Secondary _____
 - Type(s) (wall, hanging, banner, freestanding)
 - Primary _____
 - Secondary _____
 - Illumination
 - Primary _____
 - Secondary _____
- _____ Other

Application Requirements:

To be accepted by the Commission, an application must be accompanied by sufficient documentation for the Commission to assess its merits and to allow the Town’s Code Enforcement Officer to measure compliance. Attach the following applicable items:

- photos or drawings of the structure to be modified;
- plans or drawings detailing any change and locating them on the structure and/or site; and
- samples, or other tangible representations of materials and architectural details.
- Description of proposed work (attach additional sheets as necessary):
Provide all pertinent specifications, materials and dimensions in your description.

I/We have read the Application Requirements stated above. _____ (Initial)

If known, list the architects, designers, contractor and others who are or will be involved with the design and execution of the work proposed in the application.

The described work is scheduled to begin on _____ and to be completed by _____.

HDC Abutter Notification: Applications involving new construction, demolition, relocation, substantial change in volume or size, or other changes, which affect its structural or historic contribution to a District, shall require notification of owners of abutting property beyond public notice. Applications for minor changes, alteration, additions, signs, and other items deemed to have limited impact on the Historic Districts by the Commission chairperson, unless overruled by the members of the Commission will be reviewed by the Commission with public notice only. A fee of \$ 10.00 per abutter will be charged if abutter notification is required.

Please attach a check, made payable to the Town of Exeter, for the total amount.

HDC Abutter Notification Fee: \$ _____ Date Paid: _____

Check # _____

*****FOR EXETER HISTORIC DISTRICT COMMISSION USE ONLY*****

EXETER HISTORIC DISTRICT COMMISSION
CERTIFICATE

Application received by Planning Department Office _____(Date)

Accepted by Historic District Commission _____(Date)

Public Hearing held by HDC _____(Date)

Disposition of Application:

_____Disapproved _____Approved

(Authorized Signature) Date

Notes:

Notice to Abutter

ABUTTER LIST

Map: Block: Lot:
Address: _____

Owner _____
Address _____

Map: Block: Lot:
Address: _____

Owner _____
Address _____

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