



CITY OF NEWPORT

HISTORIC DISTRICT COMMISSION

UPDATED APPLICATION PACKET
ALL CHANGES HIGHLIGHTED IN RED

CERTIFICATE
OF
APPROPRIATENESS

IN EFFECT FOR SEPTEMBER 1, 2011 DEADLINE



NEWPORT HISTORIC DISTRICT COMMISSION

DEPARTMENT OF ZONING & INSPECTION

43 Broadway, Newport, Rhode Island 02840

401.846.9600 (City Hall) 401.845.5357 (Preservation)

NEWPORT'S HDC PROCESS

The following procedures should be followed whenever a property owner proposes exterior work to a property located in Newport's local historic district.

Application forms, maps, and other information are available at www.cityofnewport.com or from the Department of Zoning & Inspection located at 43 Broadway, Third Floor.

1. CONFIRM that the property is located within the local historic district and that the proposed work will require review. Obtain your property's plat and lot from www.visionappraisal.com or from the city's Tax Assessor or Department of Zoning & Inspection, both located at Newport City Hall. Plat maps are available on the City of Newport's website <http://cityofnewport.com/departments/planning-zoning/maps-plans/home.cfm> Properties within the local historic district have a yellow background on these plat maps.

2. CONSULT with the Historic Preservation Planner before filing an application. This will help ensure that a HDC application is as complete as possible. It is recommended that applicants make an appointment by calling (401) 845-5357 at least two (2) weeks prior to submitting an application.

3. COMPLETE and file your HDC Application. The deadline for submission of completed applications is the first of each month; however, applications should be submitted to the Department of Zoning & Inspection as much in advance of the deadline as possible. **Applications may be prepared by property owners or their legally authorized representatives;** however, the property owner is always the applicant and must sign the application. Incomplete or illegible applications will be returned to the applicant within seven (7) days of receipt in the Department of Zoning & Inspection. Applications that do not include the required supporting documentation will be returned to the applicant as incomplete. All applications must be accompanied by an application fee of \$100. Only checks, money orders, or cash can be accepted as payment. Checks and money orders should be made payable to the "City of Newport." **An application submitted without a fee is incomplete and will be returned.**

4. COME TO THE MEETING HDC meetings are held on the third Tuesday of each month at 6:30 p.m. in the Council Chamber, City Hall, 43 Broadway. Regularly-scheduled HDC meetings are publicly-posted and legally advertised no less than seven (7) days before the meeting date. Applicants will receive a letter confirming the time and date of the meeting. Applicants, or their authorized representatives, should attend the HDC meeting to represent their application.

5. CERTIFICATE OF APPROPRIATENESS If an HDC application is approved: a Certificate of Appropriateness (a "COA") is issued to the property owner in the form of a letter, along with original stamped and signed plans attesting to HDC approval. If a building permit is required for the project, these original plans must be attached to the building permit application. Applicants who receive HDC approval must follow approved plans or face possible legal action by the City. Failure to follow approved plans may delay or prevent the issuance of other permits or certificates of occupancy, or may result in zoning code violations.

If an HDC application is denied: the HDC decision may be appealed. Appeals of HDC decisions are made to the Zoning Board of Review, which reviews only whether the HDC made a procedural error or had sufficient evidence to make its decision. Without substantial changes, a denied application may not be resubmitted to the HDC for one (1) year from the date of the original HDC denial/decision.

COA's are only valid for the work that was specifically approved by the HDC and are valid for one (1) year. Any changes to a project (including alterations required by other reviews such as zoning or CRMC, or unanticipated circumstances during construction) must be brought back to the HDC for approval prior to commencing or continuing any work. In some instances, Certificates of Appropriateness may be extended upon written request prior to the expiration of a valid Certificate. It is the applicant's sole responsibility to obtain all necessary building permits and zoning variances for any project.



NEWPORT HISTORIC DISTRICT COMMISSION

DEPARTMENT OF PLANNING, ZONING, DEVELOPMENT & INSPECTION

43 Broadway, Newport, Rhode Island 02840

401.846.9600 (City Hall) 401.845.5357 (Preservation)

Received by the Planning Department:

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Please complete this application in **BLACK** or **BLUE** ink only.

Illegible/incomplete applications will be returned to the applicant.

Hearing Dates and Filing Deadlines are posted at City Hall and www.cityofnewport.com.

GENERAL INFORMATION

PROPERTY ADDRESS:	Plat:	Lot:
Property Name (if any, including historic):	Original Date of Construction:	
APPLICANT (Legal Owner of Record):	Telephone:	Email:
Mailing Address:		
LEGALLY AUTHORIZED REPRESENTATIVE:	Telephone:	Email:
Mailing Address:		

ADDITIONAL INFORMATION CHECKLIST

- Is the application fee of \$100 is included?
- Is the property in condominium ownership? *Proof of board or association approval must be attached.*
- Is this application filed in response to a violation notice?
- Is this application a modification of plans previously-approved (date(s) _____) by the HDC?
- Does this project require other approvals? Zoning _____ CRMC _____ Other (describe): _____
- Does access to the subject property require special arrangements? _____

SUMMARY OF PROPOSED WORK

Describe all proposed exterior alterations to the subject property here. Do not leave this section blank.

Check off all applicable categories below.

- Repair/replacement of exterior architectural features?
- Minor Alteration(s) – Any alteration(s) that replace existing building features or any new construction of less than 25% of the existing structure’s square footage?
- Major Alteration(s) – Any addition(s) of *more* than 25% of an existing structure’s square footage or any new freestanding structure(s)?
- New Construction?
- Demolition?
- Roof(s) or skylight(s)?
- Window(s) or door(s)?
- Porches or Entries?
- Chimney(s)?
- Foundation?
- Mechanical and/or electrical equipment?
- Shutters or awnings?
- Sign(s)?
- Pools and/or site structures?
- Other? Describe: _____

REQUIRED APPLICATION MATERIALS

PLEASE READ CAREFULLY TO CONFIRM THAT ALL REQUIRED MATERIALS ARE INCLUDED IN COMPLETED APPLICATION PACKET AND COMPLETE CHECKLIST

All HDC application materials must be submitted on unbound and unstapled 8.5x11 or 11x17 paper, single-sided, to facilitate electronic scanning, posting and archiving.

10 COPIES OF EACH APPLICATION ARE REQUIRED.

Digital submissions are not accepted at this time.

<input type="checkbox"/> <input type="checkbox"/>	COMPLETED APPLICATION FORM AND 10 COPIES OF EACH REQUIRED MATERIAL (PHOTOGRAPHS, DRAWINGS AND MATERIALS/PRODUCT LITERATURE/SAMPLES) INCLUDED?
<input type="checkbox"/> <input type="checkbox"/>	PHOTOGRAPHS? Ten (10) copies of color photographs (4" x 6" or larger) clearly depicting current existing conditions at the property are required for all applications. Include a minimum of one (1) street view of the property showing any portions of the building(s) that are visible <u>and</u> a minimum of one (1) photograph of each elevation that will be affected by the proposed work. Photographs must be submitted on 8.5x11 or 11x17 paper. Inkjet-printed photos cannot be accepted. <i>Date and legal address of subject property should be indicated on all photographs.</i> Including historic views of the subject property is encouraged.
<input type="checkbox"/> <input type="checkbox"/>	DRAWINGS? If drawings are required, one (1) original drawn scale set should be submitted along with ten (10) copies of the original, reduced to fit on 8.5x11 or 11x17 paper. Drawings must include date, scale, cardinal points (N, S, E and W) and proposed materials. If the application proposes modifications to a project already granted HDC approval, an 11x17 copy of the previously-approved drawings must be included along with new drawings depicting proposed modifications. <i>Please note that applications for any major construction require drawings that meet professional standards.</i> Elevation drawings are required for most projects and should show existing conditions and proposed alterations at all elevations that will be affected by proposed work. (1/4" = 1' scale or larger for most residential-scale projects) Elevation detail and cross section drawings are required for proposed projects (including new construction and major alteration) that involve new or altered windows, doors, dormers, porches, trim elements and other new or altered architectural features. (3/4" = 1' scale or larger) Full scale details are required for certain proposed new architectural elements (moldings and other trim elements, for example.) Site plan is required for any alteration to existing building footprints, including proposed free-standing construction or additions to existing buildings as well as for the addition of at-grade mechanical equipment. (1"=20' scale or larger) Perspective drawings (or some other form of perspective depiction, such as photomontage) may be required for proposed new free-standing construction or substantial alteration of existing buildings or sites.
<input type="checkbox"/> <input type="checkbox"/>	MATERIALS/PRODUCT LITERATURE/SAMPLES? Ten (10) copies of all proposed materials must be clearly indicated on drawings. Product literature or manufacturer cut sheets for stock items should also be submitted. Material samples are requested on a case-by-case basis, but are generally required for any proposed new construction or substantial alteration of existing buildings.

SIGNATURE

*I certify that (i) I am the Legal Owner of Record or **legally authorized** to sign on behalf of the property's Legal Owner of Record and (ii) all of the information provided in and with this application is true and accurate to the best of my knowledge.*

Applicant Signature: _____ **Date:** _____

Applicant Printed Name: _____