

BallardVale Historic District Commission

Checklist of materials needed for completion of application

Application #: _____

Today's date: _____

Applicant: _____ Address of property: _____

Applicant's home address if different from above: _____

Thank you for your application to the BallardVale Historic District Commission. Our next monthly meeting is scheduled for _____. At that time, we will review your application and hold a public meeting/hearing regarding the work you have proposed.

Please deliver _____ copy/copies of the following to the Dept. of Community Development and Planning by _____ to allow review prior to the next meeting:

Please bring _____ copy/copies of the following materials to the next meeting:

- Manufacturer's specification sheets for:
 - Windows
 - Doors
 - Siding and trim
 - Other

- Photographs of all exterior features visible from the street

- Building Plans & Elevations showing:
 - Front Elevation
 - Side Elevation
 - Rear Elevation
 - Eaves and cornices
 - Windows and doors
 - Other: _____
 - Trim detail
 - Porch
 - Steps/railings
 - Fence/wall
 - Exterior lighting

All drawings should be drawn to scale and dimensions noted. Please label all material proposed...i.e. cedar clapboard, brick, concrete, wood trim, asphalt roof shingles, etc.

- Research concerning the historic and architectural significance of your property
- Plot plan
- Other: _____

Applicant's signature: _____

BVHDC signature: _____