

BallardVale Historic District Commission

FOR OFFICE USE ONLY: Case Number: _____ Date Filed: _____ Public Hearing Date: _____

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
BALLARDVALE HISTORIC DISTRICT**
(Complete both pages)

1. **Name of Applicant:** _____
Mailing Address: _____
Home Telephone Number: _____ Best time to call: _____
Work Telephone Number: _____ Best time to call: _____
E-Mail Address: _____ Do you check it daily? Yes No
Relationship of applicant to property: Owner () Architect () Contractor ()
Other (please specify) _____

(COMPLETE ITEM NO. 2 ONLY IF DIFFERENT FROM ABOVE)

2. **Property Owner:** _____
Mailing Address: _____
Home Telephone Number: _____ Best time to call: _____
Work Telephone Number: _____ Best time to call: _____
Email Address: _____ Do you check it daily? Yes No

3. **BVHD Property Address** (street and number only – no PO Box):

Legal Property Description: Tax Map: _____ Lot Number: _____
Zoning district: _____
Year building constructed: _____ When was property purchased by owner: _____

4. **Nature of Proposed Work: (check all that apply)**
- | | |
|--|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Moving a building |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Repairs | <input type="checkbox"/> Parking lot/parking area |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Fence or wall |
| <input type="checkbox"/> Terrace, walkway, driveway or similar work (not at grade level) | |
| <input type="checkbox"/> Other: (please explain) | |
- _____

5. **Projected start date of project:** _____
(Note: Review of application generally takes at least two months.)
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6. Proposed work:

Describe your proposed work as simply and accurately as possible on the back of this page or on a separate sheet to be attached.

7. Additionally, attach copies of the following: (check all that apply)

- Plot Plan, including addition of proposed changes
- Photos of existing building(s) or location
- List of all proposed materials
- Building Plans & Elevations (if applicable) showing:

<input type="checkbox"/> Front elevation	<input type="checkbox"/> Side elevation	<input type="checkbox"/> Rear elevation
<input type="checkbox"/> Eaves/cornices	<input type="checkbox"/> Windows/doors	<input type="checkbox"/> Trim detail
<input type="checkbox"/> Porch	<input type="checkbox"/> Steps/railing	<input type="checkbox"/> Fence/wall
<input type="checkbox"/> Exterior lighting	<input type="checkbox"/> Other: _____	

• **Note:** *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.*

- Manufacturer's specification sheets for:
 - Doors
 - Windows (Information on windows must indicate whether grids are true divided lights, or just permanently attached to exterior and interior of glass.)
 - Siding and trim
 - Other: _____
- Proposed signs must include:
 - Rendering of the sign showing accurate dimensions and method of display
 - Color samples and material specifications
 - Photograph of building
 - Image of the sign at appropriate scale in proposed location

IMPORTANT:

This form must be completed before the BallardVale Historic District Commission can consider the approval of any construction, alteration, or demolition of buildings or structures within the Historic District. An incomplete application may delay approval.

Ten (10) copies of this form, and all supporting documents, must be filed with the Inspector of Buildings in the Department of Community Development and Planning at the Town Offices, 36 Bartlet Street. Only one copy of photographs is required. You may provide the remaining nine sets with black and white photocopies. You or your representative must be present at the Commission's meeting. You or your representative will be notified of the time, date and location of the meeting. Meetings are usually held the first Wednesday of the month at 7:00 p.m. at the Town Offices. Please review "Application Procedures" for information about the review process.

If a Public Hearing is required for your project (to be determined at the first meeting), you are responsible for the \$70.00 newspaper advertising fee. Cash, or a check made out to the Town of Andover will be acceptable. Please pay at the Department of Community Development and Planning at Town Offices, or you may leave a check at the Ballardvale Historic District Commission meeting.

Date: _____ Signature of Owner: _____

Date: _____ Signature of Applicant
If Not the Owner: _____
