

COTTAGE CITY HISTORIC DISTRICT COMMISSION

APPLICATION INSTRUCTIONS

PLEASE NOTE: NO APPLICATION WILL BE REVIEWED BY THE CCHDC UNTIL THE APPLICATION CHECKLIST BELOW IS COMPLETED. No application to the CCHDC will be considered complete if there are outstanding violations of the CCHDC bylaw.

- ✓ **REVIEW** Cottage City Historic District **ARCHITECTURAL GUIDELINES** and Cottage City Historic District By-Law.
- ✓ **COMPLETE** the Cottage City Historic District **APPLICATION** form. **INCLUDE THE \$25.00 APPLICATION FEE.**
- ✓ A notification mailing to abutters within a 300' radius of subject property is required. **GET A STICKER-STYLE LABEL MAILING LIST FROM THE OAK BLUFFS TAX ASSESSORS OFFICE. INCLUDE STAMPED, ADDRESSED LEGAL ENVELOPES,** utilizing these labels and including a return address of: Board of Selectman, P.O. Box 1327, Oak Bluffs, MA 02557. All fees for mailings, advertising, lists and labels are the responsibility of the applicant and must be paid prior to the final decision by the CCHDC. The Applicant will be billed directly for advertising. For Non-Applicability certificates, abutter notice is not necessary.
- ✓ **INCLUDE** a **PLOT PLAN** of subject property showing current and proposed setbacks with your application if you are applying for a fence, new construction or a change in the building's footprint.
- ✓ **INCLUDE** schematic or **ARCHITECTURAL DRAWINGS** of building elevations showing details of proposed work affecting all sides of the building.
- ✓ **INCLUDE PHOTOGRAPHS** of the existing building as it can be seen from a public way. Include any other historic photos or information, if available, that may be pertinent to your project. The more information included, the easier it will be for the CCHDC to promptly and accurately review your project.
- ✓ **ATTACH A COMPLETE AND THOROUGH DESCRIPTION OF ALL EXTERIOR CONSTRUCTION MATERIALS AND DECORATIVE FEATURES PROPOSED.**

The Cottage City Historic District Commission encourages discussions with applicants before proceeding with the application process. We welcome the opportunity to answer your questions at our regularly scheduled meetings.

Rev. 07/28/08