



Town of Barnstable
Hyannis Main Street Waterfront Historic District Commission
www.town.barnstable.ma.us/HyannisMainStreet

CERTIFICATE OF APPROPRIATENESS
APPLICATION SUBMISSION REQUIREMENTS

- Application – 3 Copies** Complete all sections and provide a detailed description of the proposal.
- Supporting Materials – 3 Copies**
- Samples** Material samples for all changes to exterior materials.
Color samples (paint chips) for changes to exterior colors.
Manufacturer's specification sheets for fixtures, furniture, fences, etc.
(Note: If samples are too large to submit with the application, they may be brought to the hearing.)
- Photographs** Include pictures of the affected area.
- For new construction, redevelopment, rehabilitations, or additions:
- Plot Plan/Site Plan** A plan showing all structures on the lot and all additions or changes.
- Elevations** Detailed elevations of all building facades, including dimensions and material specifications.
- Landscape Plan** Detailed plan showing types, sizes, and quantities of plant material.
- \$75 Filing Fee** The \$75 fee must be submitted with the application.
Checks should be made payable to the Town of Barnstable. We are unable to accept credit/debit cards.
- Postage Stamps** Contact the Growth Management Department for the number of required stamps.
Stamps are required for abutter notification.

IMPORTANT INFORMATION

- **All decisions of the Commission are subject to a 20 day appeal period. Approved applications may be picked up at 200 Main Street after the appeal period has ended. Please speak with staff for more information on the appeal period.**
- Review the Historic District guidelines for information on recommended designs, materials, colors, etc.
- Providing all requested information with the application will prevent delays in processing and hearing your application.
- The applicant or a representative must be present at the scheduled hearing; delays or a denial may otherwise result.
- Approvals from the Historic Commission are required before you can apply to the Building Division for required permits.

If you have any questions, please call the Growth Management Department at (508) 862-4665 or contact Elizabeth Jenkins at elizabeth.jenkins@town.barnstable.ma.us.



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Application
Certificate of Appropriateness

Application is hereby made for the issuance of a Certificate of Appropriateness under M.G.L. Chapter 40C, The Historic Districts Act for proposed work as described below and on plans, drawings or photographs accompanying this application for:

Assessor's Map No. _____ **Parcel No.** _____

Address of Proposed Work _____

Applicant Name _____

Applicant Mailing Address _____ Town/State/Zip _____

Applicant Phone Number _____

Applicant E-Mail _____

Property Owner Name _____

Owner Mailing Address _____ Town/State/Zip _____

Owner Phone _____

Agent or Contractor Name _____

Agent or Contractor Address _____ Town/State/Zip _____

Agent or Contractor Phone _____

Agent or Contractor E-Mail _____

PROPOSED WORK

Please check all categories that apply:

Building Type: Commercial Residential Accessory
 Other _____

Work Proposed:

1. Building Construction: New Building Addition Alteration

2. Exterior Alteration: Windows Doors Siding Roof
 Other _____

3. Exterior Painting:

4. Signs: New sign Alteration to existing sign

5. Accessory Improvement: Fence Parking Lot Outdoor Dining
 Awning/Canopy

6. Other: _____

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BUILDING MATERIAL SPECIFICATION SHEET

**Please complete this sheet only if new building construction or alterations
to an existing building are proposed.**

Fill out all sections that are applicable to your project.
Include materials, specifications, dimensions and/or colors to be used.

FOUNDATION _____

SIDING TYPE _____ COLOR _____

CHIMNEY TYPE _____ COLOR _____

ROOF MATERIAL _____ COLOR _____

ROOF PITCH _____

DOORS _____ COLOR _____

WINDOWS _____ COLOR _____

SHUTTERS _____ COLOR _____

TRIM _____ COLOR _____

GUTTERS _____

PATIO/PORCH/DECK _____

GARAGE DOORS _____ COLOR _____

OTHER _____

