



# Barnstable Old Kings Highway Historic District Committee

200 Main Street, Hyannis, MA 02601, TEL: 508-862-4787 Fax 508-862-4784

## APPLICATION, CERTIFICATE OF APPROPRIATENESS

Application is hereby made, with four (4) complete sets, for the issuance of a Certificate of Appropriateness under Section 6 of Chapter 470, Acts and Resolves of Massachusetts, 1973, for proposed work as described below and on plans, drawings, or photographs accompanying this application for:

*Check all categories that apply;*

- 1. Building construction:     New     Addition     Alteration
- 2. Type of Building:     House     Garage/barn     Shed     Commercial     Other
- 3. Exterior Painting, roof     new roof     color/material change, of trim, siding, window, door
- 4. Sign:     New Sign     Existing Sign     Repainting Existing Sign
- 5. Structure:     Fence     Wall     Flagpole     Retaining wall     Tennis court     Other
- 6. Pool     Swimming     Other man-made pool     Solar panels     Other

Type or Print Legibly:    Date \_\_\_\_\_

*NOTE All applications must be signed by the current owner*

Owner (print): \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address of Proposed Work: \_\_\_\_\_ Village \_\_\_\_\_ Map Lot # \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Owner's Signature \_\_\_\_\_

Description of Proposed Work: Give particulars of work to be done: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agent or Contractor (print): \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor/Agent' signature: \_\_\_\_\_

**For committee use only. This Certificate is hereby APPROVED/ DENIED**

**Date \_\_\_\_\_ Members signatures \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATE OF APPROPRIATENESS SPEC SHEET Please submit 5 copies**

**Foundation Type:** (Max. 12" exposed) (material - brick/cement, other) \_\_\_\_\_

**Siding Type:** Clapboard \_\_\_ shingle \_\_\_ other \_\_\_\_\_  
Material: red cedar \_\_\_ white cedar \_\_\_ other \_\_\_\_\_ Color: \_\_\_\_\_

**Chimney Material:** \_\_\_\_\_ Color: \_\_\_\_\_

**Roof Material:** (make & style) \_\_\_\_\_ Color: \_\_\_\_\_

**Roof Pitch(s):** (7/12 minimum) \_\_\_\_\_ (specify on plans for new buildings, major additions)

**Window and door trim material:** wood \_\_\_\_\_ other material, specify \_\_\_\_\_

Size of cornerboards \_\_\_\_\_ size of casings (1 X 4 min.) \_\_\_\_\_ color \_\_\_\_\_

Rakes 1st member \_\_\_\_\_ 2<sup>nd</sup> member \_\_\_\_\_ Depth of overhang \_\_\_\_\_

**Window:** (make/model) \_\_\_\_\_ material \_\_\_\_\_ color \_\_\_\_\_  
(Provide window schedule on plan for new buildings, major additions)

**Window grills** (please check all that apply):

true divided lights \_\_\_ exterior glued grills \_\_\_ grills between glass \_\_\_ removable interior \_\_\_ None \_\_\_

**Door style and make:** \_\_\_\_\_ material \_\_\_\_\_ Color: \_\_\_\_\_

**Garage Door, Style** \_\_\_\_\_ Size of opening \_\_\_\_\_ Material \_\_\_\_\_ Color \_\_\_\_\_

**Shutter Type/Style/Material:** \_\_\_\_\_ Color: \_\_\_\_\_

**Gutter Type/Material:** \_\_\_\_\_ Color: \_\_\_\_\_

**Deck material:** wood \_\_\_ other material, specify \_\_\_\_\_ Color: \_\_\_\_\_

**Skylight, type/make/model/:** \_\_\_\_\_ material \_\_\_\_\_ Color: \_\_\_\_\_ Size: \_\_\_\_\_

**Sign size:** \_\_\_\_\_ Type/Materials: \_\_\_\_\_ Color: \_\_\_\_\_

**Fence Type (max 6' ) Style** \_\_\_\_\_ material: \_\_\_\_\_ Color: \_\_\_\_\_

**Retaining wall:** Material: \_\_\_\_\_

**Lighting,** freestanding \_\_\_\_\_ on building \_\_\_\_\_ illuminating sign \_\_\_\_\_

**OTHER INFORMATION:** \_\_\_\_\_

**THE ATTACHED CHECK LIST MUST BE COMPLETED AND SUBMITTED**

**Please provide samples of paint colors, manufacturers brochure of windows, doors, garage door, fences, lamp posts etc**

**Signed:** (plan preparer) \_\_\_\_\_ Print Name \_\_\_\_\_

Town of Barnstable Old Kings Highway Local Historic District Committee

**CHECKLIST -- CERTIFICATE OF APPROPRIATENESS**

*Please check the applicable categories; This check list must be completed and submitted with your application.*

**1. ALTERATIONS (new paint color, changes to siding, roof shingles, windows or door etc.)**

- Application for Certificate of Appropriateness**, 4 copies.
- Spec Sheet**, 4 copies; brochures and color samples.
- Plans of building elevations/photographs 5 copies, **ONLY IF** there is a change to the location and size of window(s), or door(s).
- Fee** according to schedule.

**2. MINOR ADDITIONS e.g. decks, shed (over 120 sq. feet)**

- Application for Certificate of Appropriateness**, 5 copies.
- Spec Sheet**, 5 copies; brochures and color samples.
- Site Plan**, 5 copies, **ONLY** if there is a change to the building footprint.  
A site plan drawn on a mortgage survey plan or GIS map may be used for minor additions, **UNLESS** the porch, deck, pool, or shed etc. is close to lot lines, zoning setback lines, or other buildings, in which case a certified site plan must be submitted, see requirements as applicable, see 4. Site Plan, below.
- Photographs** (1 copy) of all building elevation affected by any proposed alterations.
- Plans:** 5 copies plus 1 at reduced scale to fit 8.5 x 11 or 11 x 17 paper  
Company brochure of manufacturer's shed **OR** to-scale sketch of affected structure or building elevations.

**3. STRUCTURES, NEW/ALTERED (fences, new stonewalls or changes to, retaining walls, pools etc)**

- Application for Certificate of Appropriateness**
- Spec Sheet**, brochures or diagram.
- Site plan**, see Instructions 2. Site Plan, above.
- Photographs** of any existing structure that will be affected by change.
- Fee** according to schedule.

**4. NEW HOUSE, ADDITION OR A COMMERCIAL BUILDING**

- Application for Certificate of Appropriateness** (4 copies).
- Spec Sheet** , 5 copies, brochures and samples of colors.
- Site Plan**, 5 copies, at an appropriate scale.
  - 5 copies of site plans at a reduced scale to fit 8.5"x 11 or 11 x 17 paper.
- Site Plans shall contain the following:**
  - Name of applicant, street location, map and parcel.
  - Name of architect, engineer or surveyor; original stamp and signature; date of plan and revision dates.
  - North arrow, written and drawn scale.
  - Changes to existing grades shown with one-foot contours.
  - Proposed and existing footprint of the building and/or structures, and distance to lot lines.
  - Proposed driveway location.
  - Proposed limits of clearing for building(s), accessory structure(s), driveway and septic system.
  - Retaining walls or accessory structures (e.g. pool, tennis court, cabanas, barn, garage etc.)
- Building Elevations:**
  - 5 copies of plans at a scale of 1/4" = 1 foot; a written and drawn scale.
  - 5 copies of plans at a reduced scale to fit 8.5"x 11 or 11 x 17 paper.

**Plans shall include the following:**

- \_\_\_ Name of applicant, street location, map and parcel.
- \_\_\_ Name of Builder Designer, or architect; original signature of plan preparer and stamp; plan date, and all revision dates. ALL NEW HOUSE OR COMMERCIAL BUILDING PLANS MUST HAVE AN ORIGINAL SIGNATURE AND STAMP, IF ANY, BY A REGISTERED ARCHITECT, MEMBER OF AIBD, OR A LICENSED MASSACHUSETTS HOME IMPROVEMENT CONTRACTOR, UNLESS THIS REQUIREMENT IS WAIVED BY THE OKH DISTRICT COMMITTEE.
- \_\_\_ A written and bar drawn scale.
- \_\_\_ Elevations of all (affected) sides of the building, with dimensions including height from the natural grade adjacent to the building to the top of the ridge; location and elevation of finished grade, roof pitch(s) dormer setbacks; trim style, window and door styles. Changes to existing buildings must be clouded on drawings.
- \_\_\_ Window schedule on plans.

\_\_\_ **Landscaping plan**, 5 copies drawn on a certified perimeter plan containing the following information:

- \_\_\_ Name of applicant, street address, assessor’s map and parcel number.
- \_\_\_ Name, address and telephone number of the plan preparer; plan date and dates of revisions.
- \_\_\_ The location of existing and proposed buildings and structures, and lot lines.
- \_\_\_ Natural features of site (e.g. rock outcroppings, streams, wetlands, etc.).
- \_\_\_ Existing buffer areas to remain.
- \_\_\_ Location and species of trees outside of buffer areas greater than 12” caliper to be retained or removed.
- \_\_\_ The location, number, size and name of proposed new trees and plants.
- \_\_\_ Driveway, parking areas, walkways, and patios indicating materials to be used.
- \_\_\_ Existing stone walls, and proposed walls including retaining walls for slope retention or septic systems. (for removal of stone walls, file Demolition Form).
- \_\_\_ All proposed exterior lighting and signs.

\_\_\_ **Sketch or photos of adjacent properties**, (1 copy only)

A sketch(s) to scale or photographs of nearby adjacent buildings, where present, along both sides of the street frontage, showing the proposed new house or commercial building in scale and in relationship to the existing buildings. Please discuss with staff if you do not think this is relevant to your application.

\_\_\_ **Photographs of all sides of existing buildings** to remain, or being added to (1 set only).

\_\_\_ **Fees** according to schedule.

**Please complete the following:**

**Existing building, foot print:**

Building 1 \_\_\_\_\_ sq. ft. Building 2 \_\_\_\_\_

**Existing Building, gross floor area, including area of finished basement:**

Building 1 \_\_\_\_\_ sq. ft. Building 2 \_\_\_\_\_

**New building or addition, foot print:**

Building 1 \_\_\_\_\_ sq. ft. Building 2 \_\_\_\_\_

**New Building or addition, gross floor area, including area of finished basement:**

Building 1 \_\_\_\_\_ sq. ft. Building 2 \_\_\_\_\_

**5. SIGNS**

- \_\_\_ Diagram of sign, showing graphics, size, design and height of post, color and materials.
- \_\_\_ Spec sheet.
- \_\_\_ Site Plan on a GIS map or mortgage survey, OR photographs OR to-scale sketch of building elevation showing location of proposed sign; and any tree to be removed near a freestanding sign.
- \_\_\_ Fee according to schedule.

**6. SOLAR PANELS**

- \_\_\_ Drawing of location of panels on house showing roof and panel dimensions.
- \_\_\_ Site plan showing location of building on property. (Assessors map may be submitted)
- \_\_\_ Height of solar panel above the roof.
- \_\_\_ Color of panels
- \_\_\_ Finish (matt or glossy)

**7. FOR LIST OF ABUTTERS: PLEASE SEE OKH STAFF**

<p><b>SIGNED</b> (plan preparer) _____ Print _____</p> <p>Date: _____ Tel. Phone no's: _____</p> <p><b>NOTE</b></p> <p><i>The Old Kings Highway Historic District Committee MAY DENY INCOMPLETE APPLICATIONS</i></p> <p><i>ATTENDANCE AT MEETINGS: If the applicant or his/her representative is not present during the hearing is scheduled, the application may be either CONTINUED OR DENIED</i></p>
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<b>APPEAL PERIOD</b>	<b>APPROVED PLANS</b>	<b>PLAN PICK UP</b>
<p><b>There is a ten (10) day appeal period, plus a 4 day waiting period for approved plans from the date the decision is filed with Town Clerk.</b> This is necessary for each Certificate of Appropriateness and/or Certificate for Demolition issued by the Old King's Highway Committee. Plans approved by the Old King's Highway Historic District Committee may be picked up at Growth Management, Regulatory Division, 200 Main Street, Hyannis, after expiration of the 14 day "wait" period. If the 14<sup>th</sup> day falls on a Saturday, your plans will be available the afternoon of the following business day.</p>		

<b>DENIALS</b>
<p>Applications that are denied may be appealed to the Old Kings Highway Regional Historic District Commission within 10 days of the filing of the decision with the Town Clerk. For more information, see the Bulletin of the Old Kings Highway District Commission.</p>

<b>BUILDING PERMITS, OTHER AGENCY CONTACTS</b>
<p>In most instances, before commencing work, a Building Permit is required. The Building Division will require a certified plot plan for new construction and/or demolition. Commercial work may require Site Plan approval. Demolitions: the applicant should check with the Building Division as to conformance with Zoning requirements. Other Regulatory Agencies at 200 Main St, Hyannis MA 02601: Building Division 508-862-4038 Conservation Division 508-862-4093 Health Division 508-862-4644</p>

<p><b>QUESTIONS ABOUT YOUR APPLICATION? PLEASE CALL THE BARNSTABLE OLD KINGS HIGHWAY OFFICE AT 508 862-4787</b></p>
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**BARNSTABLE OLD KINGS HIGHWAY APPLICATION FEES**

RESIDENTIAL dwelling	Certificate of Appropriateness FEE \$	RESIDENTIAL dwelling	Certificate of Exemption FEE \$	COMMERCIAL MULTIFAMILY RELIGIOUS	Certificate of Appropriateness Fee \$	COMMERCIAL MULTIFAMILY RELIGIOUS	Certificate of Exemption FEE \$
New House <3,499 gross SF	120	Sheds under 120 SF	40	New building/additions <3499 gross SF	120	Minor alterations to existing structures	50
New House <3,500 gross SF	150	Minor alterations to building or structure	40	New buildings/additions >3500 SF Wind Turbines	150	New building or structure under 120 SF	50
Additions/Alterations < 479 SF	80	Exterior painting	30	Sheds/garage/barn/other accessory structure >120 SF	80	OTHER Building or structure >120 SF	100
Additions >480 gross SF Garage, barn or other structure	80	New Sign	30	Additions/alterations <479 gross SF	80	Exterior painting	30
Shed over 120 SF	80	Existing sign	30	Exterior painting	40	New sign	30
Exterior painting	40	Fencing	30	New sign	40	Existing sign	30
Fencing	40	Wall	30	Existing sign	40	Fencing	30
Wall	40	Flagpole	30	Fencing	40	Wall	30
Flagpole	40	Repaint sign	30	Wall	40	Flagpole	30
Retaining Wall	40	Retaining Wall	30	Flagpole	40	Repaint sign	30
Lamp Post	40	Lamp Post	30	Repaint sign	40	Retaining wall	30
Unit Marquee	40	Unit marquee	30	Retaining wall	40	Lamp Post	30
Awnings	40	Awnings	30	Lamp post	40	Unit marquee	30
Other to include siding/roofing	40	Other	30	Unit Marquee/awnings	40	Awnings	30
				OTHER - to include Siding/roofing	40		

**DEMOLITION Residential, Commercial, Religious, Educational**

Building	120
Garage/barn	120
Accessory building	120

**\$ ALL FEES DOUBLE AFTER COMMENCEMENT OF WORK \$**

- NOTE 1 All applications to include a \$15 check payable to Barnstable Patriot for legal advertisement
- NOTE 2 All applications to include stamps for abutter mailing; see OKH Administrative Assistant
- NOTE 3 Applicants will be charged single highest fee for multiple projects under one Certificate