



Town of North Kingstown

Historic District Commission

Application for Certificate of Appropriateness

Please complete all areas of this application in either black or blue ink only. Illegible or incomplete applications will be returned to the applicant. Please submit all supporting documentation as required by this application; failure to do so may result in the application being delayed or denied. All applications must be filed at least 15 calendar days before the next scheduled commission meeting.

APPLICATION

Application Date _____

Application Type _____

- _____ Conceptual Conference
- _____ New Construction/Addition
- _____ Alterations/Minor Modification
- _____ Site Improvements (EXPLAIN IN DETAIL)
- _____ Demolition
- _____ Moving

** Use the HDC Signage Application for any signage requests*

PROPERTY INFORMATION

Assessor's Plat _____ Lot(s) _____

Street Address _____

Zoning District _____

Is there a structure on the premises: _____ yes _____ no

If yes, indicate size: _____

Existing use of premises _____

Proposed use of premises _____

PROPOSAL

Summary of Proposed Work: Describe the work to be undertaken at the subject property. Be specific pertaining to the type of work to be undertaken. Enclose additional information as necessary.

Applicant

Please Check: _____ Owner _____ Renter _____ Prospective Purchaser

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

How long have you owned/rented on premises? _____

Owner

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Authorized Representative

Please Check _____ Contractor License #/State _____

_____ Architect/Designer License #/State _____

_____ Other Explain _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

**Provide information and signatures for ALL authorized representatives. Use additional sheets and attachments as necessary.*

Each type of application requires certain submission requirements. Refer to the Application Checklist and North Kingstown Historic District Commission Rules and Regulations for submission requirements for the type of application for which you are seeking approval. All required submission items must be received and determined acceptable and complete by the Historic District Commission in order for the application to be considered. Failure to comply with all submission requirements shall constitute procedural invalidity of the application. The undersigned hereby attests to reading the Rules and Regulations. If you have any questions or are in need of assistance contact the North Kingstown Department of Planning and Development.

The undersigned hereby applies to the Historic District Commission for a Certificate of Appropriateness for the above described work, at the property address herein set forth. The undersigned hereby certifies that the information submitted on this application and that any plans submitted in support of this application, are correct and represent the work proposed specifically in this application. The undersigned agrees to allow the Commission or its representative to make mutually agreeable periodic site visits as it deems necessary.

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____

Representative's Signature _____ Date _____

FOR OFFICE USE ONLY

Application Received _____

Schedule HDC Hearing Date(s) _____

HDC Approval Date _____

Additional Information Required?

Planning Department Staff Notes

Conditions and/or Comments
