



Town of North Kingstown

Historic District Commission

Application Materials Checklist

Refer to the [North Kingstown Historic District Commission Rules and Regulations](#) for further information about your project

New Construction /Additions Conceptual Conference: The construction of any new building or an addition to any existing building including, but not limited to: residential buildings, commercial buildings, accessory buildings (such as garages and sheds greater than 100 square feet).

Conceptual conferences are required for new construction and additions. The conceptual conference stage may require more than one meeting.

SUBMISSION REQUIREMENTS

New Construction

- ☐ 1 original and 10 copies of the application form signed by applicant and owner, as well as ALL contractors, designers, architects etc. that are working on the project. Use additional signature pages included in the application as necessary.
- ☐ 3 full-size copies and ten (10) 11"x17" copies of a plan set including*:
 - ☐ A plan at a scale no smaller than 1/4" = 1' showing the existing and proposed building elevations of all affected
 - ☐ A site plan showing the location of the proposed structure on the site, distance to property lines, dimensions of the buildings or addition, location of driveways (existing and/or proposed, locations of walkways and location of septic system(s)
 - ☐ A locus plan showing location of proposed site and building(s) and all lots within 200' of the site, along with the location of all buildings within 200'.
- ☐ 2 color paper copies and a digital submission of photographs of:
 - ☐ All properties within 200' of the site, taken from the street.
 - ☐ The subject lot.
- ☐ Proof of notification to all property owners within 100' of the property by "certified return receipt requested" mail. Notices shall be sent at least 10 days prior to the scheduled meeting.
- ☐ Digital submission of the application and all supporting materials listed above.

Additions

- ☐ 1 original and 10 copies of the application form signed by applicant and owner, as well as ALL contractors, designers, architects etc. that are working on the project. Use additional signature pages included in the application as necessary.
- ☐ 3 full-size copies and ten (10) 11"x17" copies of a plan set including*:
 - ☐ A plan at a scale no smaller than 1/4" = 1' showing the existing and proposed building elevations of all affected sides.
 - ☐ A site plan showing the location of the proposed structure on the site, distance to property lines, dimensions of the buildings or addition, location of driveways (existing and/or proposed, locations of walkways and location of septic system(s)
 - ☐ A locus plan showing location proposed site and building along with the location of adjoining lots and building location on those lots.
- ☐ 2 color paper copies and a digital submission of photographs of:
 - ☐ All properties within 200' of the site, taken from the street.
 - ☐ All sides of the existing structure.
- ☐ Proof of notification to all property owners within 100' of the property by "certified return receipt requested" mail. Notices shall be sent at least 10 days prior to the scheduled meeting.
- ☐ Digital submission of the application and all supporting materials listed above.

**The HDC may request architectural details/cross sections of important features during this stage.*



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New Construction / Addition Final Design Approval - The construction of any new building or an addition to any existing building including, but not limited to: residential buildings, commercial buildings, accessory buildings (such as garages and sheds greater than 100 square feet).

Applications for Final Design Approval Shall Have Received Conceptual Approval Unless Otherwise Waived by the Commission

SUBMISSION REQUIREMENTS

New Construction & Additions

- ☐ 1 original and 10 copies of the application form signed by applicant and owner, as well as ALL contractors, designers, architects etc. that are working on the project. Use additional signature pages included in the application as necessary.
- ☐ 3 full-size copies and ten (10) 11"x17" copies of a plan set including:
 - ☐ A plan at a scale no smaller than 1/4" = 1' showing the existing and proposed building elevations of all affected sides
 - ☐ Architectural details/cross sections to scale of doors and windows, door and window frames, siding, chimneys, porches/decks, rake trim, corner boards, railings, post caps, steps/staircases, and any other significant features.
 - ☐ Plan showing walls, fences, and/or signs where applicable.
- ☐ 10 copies of detailed description of materials and textures to be used in the construction of foundations, siding, exterior trim, roofs, decks/porches, etc. Include full-scaled detail drawings where possible.
- ☐ 10 copies of manufacturer's specification sheets for skylights, windows, doors, and roof shingles Include full-scaled detail drawings and samples where possible.
- ☐ Any additional material requested by the HDC at the Conceptual Conference
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
- ☐ Digital submission of the application and all supporting materials listed above.



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Alterations / Minor Modifications - New, replacement, or modification of any of the following items (other than in-kind), including but not limited to: windows, doors, porches and decks, overhangs, gutters, roofs, window and door trim, exterior siding, bulkheads, chimneys, stairs and ramps, railings, columns, exterior light fixtures that border the street, location and screening of air conditioner condensers, awnings, shutters, exterior blinds.

SUBMISSION REQUIREMENTS

Alterations / Modifications

- ☐ 1 original and 10 copies of the application form signed by applicant and owner, as well as ALL contractors, designers, architects etc. that are working on the project. Use additional signature pages included in the application as necessary.
- ☐ 1* full-size copy and ten (10) 11"x17" copies of a plan set including:
 - ☐ A plan at a scale no smaller than 1/4" = 1' showing the existing and proposed building elevations of all affected sides
 - ☐ A site plan showing the location of the existing structure on the site, distance to property lines, dimensions of the buildings or addition, location of driveways demarcating affected sides
 - ☐ Architectural details/cross sections to scale of doors and windows, door and window frames, siding, chimneys, porches/decks, rake trim, corner boards, railings, post caps, steps/staircases, and any other significant features of the alteration/minor modification.
 - ☐ Plan showing walls, fences, and/or signs where applicable.
- ☐ 10 copies of detailed description of materials and textures to be used in the replacement or modification. Include full-scaled detail drawings where possible.
- ☐ 10 copies of manufacturer's specification sheets and product literature for products to be used in the replacement or modification. Include full-scaled detail drawings and samples where possible.
- ☐ 2 color paper copies and a digital submission of photographs of:
 - ☐ All properties within 200' of the site, taken from the street.
 - ☐ All sides of the existing structure.
- ☐ Digital submission of the application and all supporting materials listed above.

**The Department of Planning and Development may request additional full-size copies.*



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Site Improvements - New, replacement, or modification of any of the following items (other than in-kind), including but not limited to: driveways, sidewalks and paved walkways in excess of 15' in length, sheds less than 100 sq. ft., gazebos, walls, permanent trellis, arbors, pergolas, fences, patios in excess of 100 sq. ft., flagpoles over 12' in length.

SUBMISSION REQUIREMENTS

Site Improvements

- ☐ 1 original and 10 copies of the application form signed by applicant and owner, as well as ALL contractors, designers, architects etc. that are working on the project. Use additional signature pages included in the application as necessary.
- ☐ 1* full-size copy and ten (10) 11"x17" copies of a plan set including:
 - ☐ Existing conditions of site
 - ☐ Detailed and dimensioned site improvement proposal
 - ☐ Existing and proposed building elevations if necessary (trellis, arbors, etc.)
 - ☐ A site plan showing:
 - ☐ Location and dimensions of all existing structures on site
 - ☐ Recognized property boundaries**
 - ☐ Distances to property lines for all structures
 - ☐ Location of driveways, walkways, fences, septic system
 - ☐ Architectural details/cross sections to scale of any significant features of the site improvement (framing, siding, decking, trim, corner boards, railings, post caps, steps/staircases, brick or paving pattern)
 - ☐ Plan showing walls, fences, and/or signs where applicable.
- ☐ 10 copies of detailed description of materials and textures to be used in the site improvement. Include full-scaled detail drawings and elevation plans where possible.
- ☐ 10 copies of manufacturer's specification sheets and product literature for products to be used in the site improvement. Include full-scaled detail drawings and samples where possible.
- ☐ 2 color paper copies and a digital submission of photographs of:
 - ☐ All properties within 200' of the site, taken from the street.
 - ☐ All sides of the existing structure.
- ☐ Digital submission of the application and all supporting materials listed above.

**The Department of Planning and Development may request additional full-size copies.*

***The Historic District Commission reserves the right to require a survey prepared by a registered land surveyor if property lines are found to be disputed by others and the site improvement affects areas in questionable ownership.*



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Demolition - Demolition or removal of any building structure in part or in whole.

Demolition

- ☐ 1 original and 10 copies of the application form signed by applicant and owner, as well as ALL contractors, designers, architects etc. that are working on the project. Use additional signature pages included in the application as necessary.
- ☐ 10 copies of description of structure including:
 - ☐ Approximate age of structure
 - ☐ Historic and present use
 - ☐ Condition of structure
- ☐ 10 copies of report from a structural engineer and/or architect relative to structure's condition. Report must include scaled drawings and elevations.
- ☐ 10 copies of narrative describing why demolition is proposed
- ☐ 10 copies of an alternatives analysis investigating any and all alternatives to demolition
- ☐ 10 copies of asbestos abatement program if applicable
- ☐ 3 full-size copies and ten (10) 11"x17" copies of a plan set including:
 - ☐ Existing building elevations
 - ☐ A site plan showing:
 - ☐ Location and dimensions of all existing structures on site
 - ☐ Recognized property boundaries*
 - ☐ Distances to property lines for all structures
 - ☐ Location of driveways, walkways, fences, septic system
 - ☐ Plan showing walls, fences, and/or signs where applicable.
 - ☐ Site plan showing proposed conditions (what will be done after demo)
- ☐ 2 color paper copies and a digital submission of photographs of:
 - ☐ All properties within 200' of the site, taken from the street.
 - ☐ All sides of the existing structure.
- ☐ Proof of notification to all property owners within 100' of the property by "certified return receipt requested" mail. Notices shall be sent at least 10 days prior to the scheduled meeting.
- ☐ Digital submission of the application and all supporting materials listed above.

**The Historic District Commission reserves the right to require a survey prepared by a registered land surveyor if property lines are found to be disputed by others and the demolition affects areas in questionable ownership.*



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Moving of Structures - The moving of any existing building off site or on site.

Buildings on the National Register Will Lose Status Once a Building is Moved

SUBMISSION REQUIREMENTS

Moving of Structures

- ☐ 1 original and 10 copies of the application form signed by applicant and owner, as well as ALL contractors, designers, architects etc. that are working on the project. Use additional signature pages included in the application as necessary.
- ☐ 10 copies of description of structure to be moved including:
 - ☐ Approximate age of structure
 - ☐ Historic and present use
 - ☐ Condition of structure
- ☐ 10 copies of report, professionally prepared, detailing how structure will be moved, including but not limited to, whether the building will be moved in whole or in parts and how the building will be protected during the preparation and moving process.
- ☐ 10 copies of narrative describing reason for moving structure and describing proposed location.
- ☐ 10 copies of asbestos abatement program if applicable
- ☐ 3 full-size copies and ten (10) 11"x17" copies of a plan set including:
 - ☐ Existing building elevations/scaled drawings
 - ☐ Existing location site plan showing
 - ☐ Location and dimensions of all existing structures on current site
 - ☐ Recognized property boundaries*
 - ☐ Distances to property lines for all structures
 - ☐ Location of driveways, walkways, fences, septic system
 - ☐ Proposed location site plan showing
 - ☐ Location and dimensions of all existing structures on current site
 - ☐ Recognized property boundaries*
 - ☐ Distances to property lines for all structures
 - ☐ Location of driveways, walkways, fences, septic system
 - ☐ Locus maps of existing location and proposed location
- ☐ 2 color paper copies and a digital submission of photographs of:
 - ☐ All properties within 200' of the existing location, taken from the street.
 - ☐ All sides of the existing structure.
 - ☐ The proposed new location including immediate abutting properties
- ☐ Proof of notification to all property owners within 100' of the property by "certified return receipt requested" mail. Notices shall be sent at least 10 days prior to the scheduled meeting.
- ☐ Digital submission of the application and all supporting materials listed above.

**The Historic District Commission reserves the right to require a survey prepared by a registered land surveyor if property lines are found to be disputed by others and the move affects areas in questionable ownership.*