



CITY OF NEWPORT

HISTORIC DISTRICT COMMISSION

CERTIFICATE
OF
APPROPRIATENESS

APPLICATION PACKET

The Newport HDC Process

Instructions for Completing an HDC Application

Blank HDC Application



NEWPORT HISTORIC DISTRICT COMMISSION

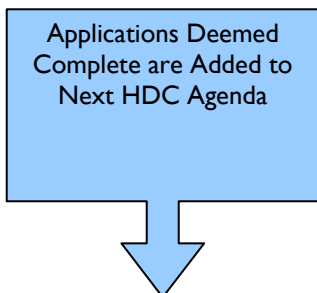
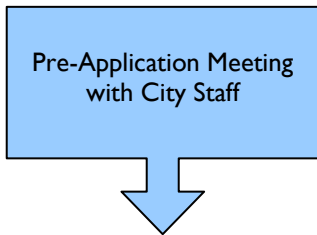
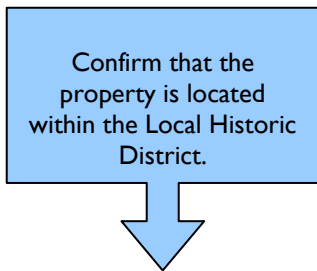
DEPARTMENT OF PLANNING, ZONING, DEVELOPMENT & INSPECTION

43 Broadway, Newport, Rhode Island 02840

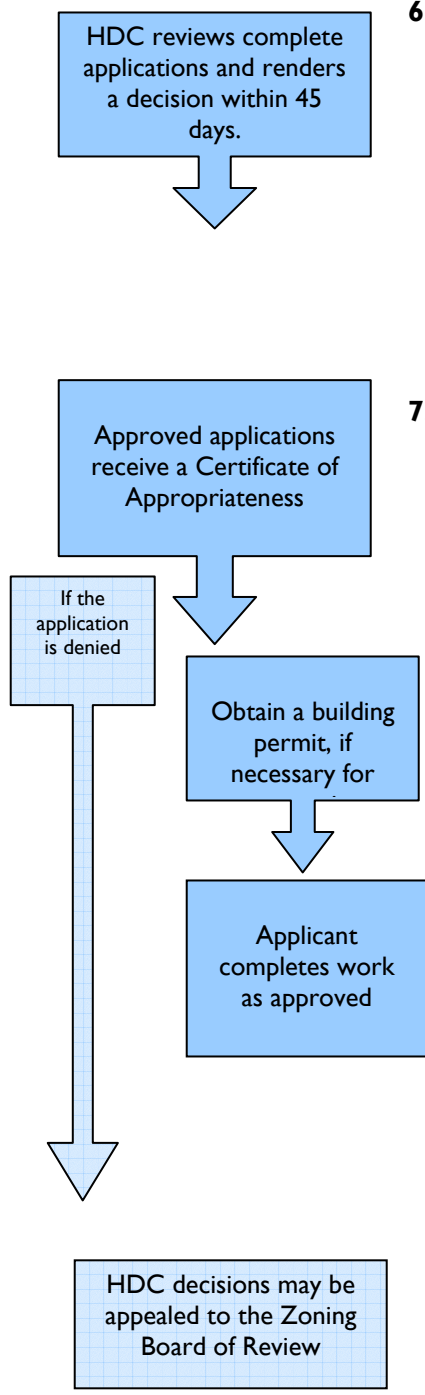
401.846.9600 (City Hall) 401.845.5357 (Preservation)

NEWPORT'S HDC PROCESS

The following procedures should be followed whenever a property owner proposes exterior work to a property located in Newport's local historic district. Application forms, maps and other information are available at www.cityofnewport.com or from the Department of Planning, Zoning, Development and Inspection (43 Broadway, Third Floor).



- 1. Confirm that the property is located within the local historic district and that the proposed work will require review.** Obtain your property's plat and lot (www.visionappraisal.com) or from the city's Tax Assessor or Department of Planning, Zoning, Development & Inspection, both located at Newport City Hall, 43 Broadway. Plat maps are available on the City of Newport's website (www.cityofnewport.com) by selecting "Planning" (under Departments), then "Maps & Plans," then "Zoning Plat Maps." Properties within the local historic district have a **blue** background.
- 2. Consult with the Historic Preservation Planner before filing an application.** This will help ensure that an HDC application is as complete as possible and likely to receive HDC approval. *It is recommended that applicants make an appointment by calling (401) 845-5357 at least two (2) weeks prior to submitting an application.*
- 3. Complete and File Your HDC Application.** The deadline for submission of completed applications is the first day of each month; however, applications should be submitted to the Department of Planning as much in advance of the deadline as possible. Applications may be prepared by property owners or their representatives; however, the **property owner is always the applicant and must sign the application.**
- 4. Staff Determination of Complete Application.** Applications are reviewed by staff, and if deemed complete, are docketed for the next regular HDC meeting. HDC meetings are held on the third Tuesday of each month at 6:30 p.m. in the Council Chamber, City Hall, 43 Broadway. **Incomplete or illegible applications will be returned to the applicant within seven (7) days of receipt in the Department of Planning.** If an application is deemed incomplete and returned to the applicant, information about how to render the application complete will be included. The HDC may request additional information in order to make its final determination.
- 5. Before the HDC Meeting:** Regularly-scheduled HDC meetings are publicly-posted and legally advertised (day, time, location and listing of all applications by applicant and address) not less than seven (7) days before the meeting date. Applicants receive a letter confirming the time and date of the meeting. Site visits will be conducted by Planning staff as well as a subcommittee of not more than four (4) HDC members prior to the HDC meeting. Applicants do not need to be present for site visits, but the property should be accessible; photographs of the exterior features of the property may be taken during these visits. HDC members receive copies of all applications, supporting documentation packets and staff reports prior to each HDC public hearing.



6. **At the HDC Meeting:** Applicants, or their authorized representatives, should attend the HDC meeting to represent their application. The testimony of applicants, owners, and other interested parties is sworn, as is any public comment taken at an HDC hearing. After all testimony is heard, the HDC closes its hearing and makes a determination to approve as submitted, approve with conditions, deny, or continue (with applicant concurrence) the application. While the majority of HDC applications are decided in one meeting, larger projects should anticipate that it may take more than one meeting for the HDC to rule on the application. Upon making its final determination, the HDC sends a written decision (the Certificate of Appropriateness) to the applicant.

7. **After the HDC Meeting:** If an HDC application is approved, a Certificate of Appropriateness (a "COA") is issued to the property owner in the form of a letter, along with original stamped and signed plans attesting to HDC approval. If a building permit is required for the project, these original plans must be attached to the building permit application. Building permits for exterior work within the historic district will not be issued until HDC approval has been granted. Applicants who receive HDC approval must follow approved plans or face possible legal action by the City. Failure to follow approved plans may delay or prevent the issuance of other permits or certificates of occupancy, or may result in zoning code violations.

Certificates of Appropriateness are only valid for the work that was specifically approved by the HDC and are generally valid for one (1) year. Any changes to a project (including alterations required by other reviews such as zoning or CRMC, or unanticipated circumstances during construction) must be brought back to the HDC for approval prior to commencing or continuing any work. In some instances, Certificates of Appropriateness may be extended upon written request prior to the expiration of a valid Certificate. ***It is the applicant's sole responsibility to obtain all necessary building permits and zoning variances for any project.***

If an HDC application is denied, the HDC decision may be appealed. Appeals of HDC decisions are made to the Zoning Board of Review, which reviews only whether the HDC made a procedural error or had sufficient evidence to make its decision. Without substantial changes, a denied application may not be resubmitted to the HDC for one (1) year from the date of the original HDC denial/decision.



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PART I - GENERAL INFORMATION. *Complete and correct information is required or the application cannot be processed for docketing.*

PROPERTY ADDRESS – This is the legal street address of the property.

PLAT & LOT - The Plat and Lot numbers can be obtained at www.visionappraisal.com or through the Department of Planning, Zoning, Development & Inspection or Tax Assessors' Office, both located at Newport City Hall, 43 Broadway.

APPLICANT - **The applicant is the legal Owner of Record of a property.** Include the name, mailing address, telephone number and, if known, email address, of the property's legal owner. If the property's ownership is condominium, a letter of approval for the proposed project from the property's board is required at the time of submission to the HDC.

AUTHORIZED REPRESENTATIVE - If someone other than the property owner will be representing the Owner of Record, contact information (name, mailing address, telephone number and, if known, email address) for that (one) authorized representative (tenant, architect, contractor, property manager, etc) should be included on the application.

PART II - APPLICATION FEE & ADDITIONAL INFORMATION

Line 1 - All applications must be accompanied by an application fee of \$100. Only checks/money orders (made payable to the "City of Newport") or cash can be accepted as payment.

Line 2 - Check if the property is in condominium ownership and confirm that board approval is attached.

Line 3 - Check if the application is being filed in response to a violation notice from the City of Newport.

Line 4 - Check if the application proposes to modify a previously-granted HDC Certificate of Appropriateness. *Include the exact approval date of the HDC Certificate of Appropriateness that this application proposes to modify.*

Line 5 - Check if the project requires other approvals or permitting and, if so, specify which approvals/permitting (zoning approval, CRMC, etc). ***Zoning review occurs after HDC review, and if zoning review results in changes to a previously-granted HDC Certificate of Appropriateness, those revisions must be submitted to the HDC for approval.***

Line 6 - Check if special arrangements need to be made for access to the subject property.

PART III – SUMMARY OF PROPOSED WORK

SUMMARY - Briefly describe all proposed alterations or work on the building or property.

CATEGORIES - Check all applicable categories of work and areas of the building/property affected by the proposed project(s).

PART IV – APPLICATION MATERIALS

All applications require some level of documentation. In addition to the basic information that is required of all applicants, additional information may be required depending upon the scope of the proposed work. Please refer to the chart ([on reverse](#)) for the supporting documentation materials that are requested for the most common HDC projects. *Applications that do not include the required supporting documentation will be returned to the applicant as incomplete.*

PART V - SIGNATURE

SIGNATURE - The property's Legal Owner of Record must sign the application. Persons signing on behalf of an entity (an institution, for example) must have authority to do so; in cases of a condominium or cooperative, a letter of support from the chair/president of the board *for the specific project* must be included with the application.

	Application	Photographs	Site Plan(s)	Elevation Drawing(s)	Details/Cross Section Drawing(s)	Perspective Drawing(s)	Product Literature	Material Sample(s)	Model (3D)
New Construction	●	●	●	●	●	●	●	●	○
Major Alteration(s)	●	●	●	●	●	○	●	○	○
Minor Alteration(s)/Repairs	●	●	○	●	○	○	○	○	
Porches/Entries	●	●	●	●	●	○	○		
Demolition	●	●	●	●	○	○			
Mechanical/Electrical Unit(s)	●	●	●			○	●		
Window(s) or Door(s)	●	●		○	○		●	○	
Roof(s)	●	●		○	○		○	○	
Building Wall(s)	●	●		○	○	○	○	○	
Skylight(s)	●	●		○	○	○	●		
Chimney(s)	●	●		○	○	○	○	○	
Foundation	●	●		○	○		○	○	
Outbuilding(s)	●	●	●	○	○	○	○	○	○
Fence(s) or Wall(s)	●	●	●	○	○	○	○	○	
Site Structure(s)	●	●	●	○	○	○	○	○	
Shutters/Awnings	●	●	○	●	○	○	○	○	
Sign(s)	●	●	○	○	○	○	○	○	

- Required
- May Be Required



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Received by the Planning Department:

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Please complete this application in **BLACK** or **BLUE** ink only.

Illegible/incomplete applications will be returned to the applicant.

HEARING DATES and FILING DEADLINES are posted at City Hall and www.cityofnewport.com.

PART I - GENERAL INFORMATION

PROPERTY ADDRESS:	Plat:	Lot:
Property Name (if any, including historic):	Original Date of Construction:	
APPLICANT (Legal Owner of Record):	Telephone:	Email:
Mailing Address:		
AUTHORIZED REPRESENTATIVE:	Telephone:	Email:
Mailing Address:		

PART II - APPLICATION FEE & ADDITIONAL INFORMATION

___ \$100 Application Fee

___ The property is in condominium ownership. **Proof of board or association approval must be attached.**

___ This application is filed in response to a violation notice.

___ This application is a modification of plans previously-approved (date(s) _____) by the HDC.

___ This project requires other approvals, as follows: Zoning ___ CRMC ___ Other (describe): _____

___ Access to the subject property requires special arrangements.

PART III - SUMMARY OF PROPOSED WORK. Describe (do not leave blank) all proposed exterior alterations to the subject property here. For example, "Replace All North Wall Shingles, Replace Five Windows and Rebuild Two Chimneys" or "Construct New House".

Please check ALL applicable categories below:

Repair/Replacement of Exterior Architectural Features	
Minor Alteration(s) - Any alteration(s) that replace existing building features <u>or</u> any new construction of less than 25% of an existing structure's square footage.	
Major Alteration(s) - Any addition(s) of <u>more</u> than 25% of an existing structure's square footage <u>or</u> any new freestanding structure(s) (including garages, sheds, barns, pools, pool houses, etc).	
New Construction - Attached to Existing Structure	
New Construction - Free-Standing	
Demolition	
Roof(s); Skylight(s)	Shutters/Awnings
Wall(s)	Sign(s)
Window(s) or Door(s)	Outbuilding(s)
Porches/Entries	Decorative or Retaining Wall(s)
Chimney(s)	Pool(s); Site Structure(s)
Foundation	Other (describe):
Mechanical/Electrical Equipment	

PART IV - APPLICATION MATERIALS

ALL HDC APPLICATION MATERIALS MUST NOW BE SUBMITTED ON UNBOUND 8.5"x 11", 8.5"x14" or 11"x17" PAPER, SINGLE-SIDED, TO FACILITATE ELECTRONIC SCANNING, POSTING & ARCHIVING.

1: COMPLETED APPLICATION FORM.

2: PHOTOGRAPHS. *Color photographs (4" x 6" or larger) clearly depicting current existing conditions at the property are required for all applications.* Include a minimum of one (1) street view of the property (showing any portions of the building(s) that are visible) and a minimum of one (1) photograph of each elevation that will be affected by the proposed work. Photographs may be either 35 mm or good-quality laser color copies (inkjet-printed photos cannot be accepted). ***Date and legal address of subject property should be indicated on all photographs.*** Including historic views of the subject property is encouraged.

3: DRAWINGS. If drawings are required (see chart, page 6), one (1) original drawn scale set should be submitted along with one (1) copy of the original, reduced to fit on 8"x11" or 11"x17" paper. ***Drawings must include date, scale, cardinal points (N, S, E and W) and proposed materials.*** If the application proposes modifications to a project already granted HDC approval, an 11"x17" copy of the previously-approved drawings must be included along with new drawings depicting proposed modifications. *Please note that applications for any major construction require drawings that meet professional standards.*

Elevation drawings are required for most projects and should show existing conditions and proposed alterations at all elevations that will be affected by proposed work (1/4" = 1' scale or larger for most residential-scale projects).

Elevation detail and cross section drawings (3/4" = 1' scale or larger) are required for proposed projects (including new construction and major alteration) that involve new or altered windows, doors, dormers, porches, trim elements and other new or altered architectural features.

Full scale details are required for certain proposed new architectural elements (moldings and other trim elements, for example).

Site plan (1"=20' scale or larger) is required for any alteration to existing building footprints, including proposed free-standing construction or additions to existing buildings as well as for the addition of at-grade mechanical equipment.

Perspective drawings (or some other form of perspective depiction, such as photomontage) may be required for proposed new free-standing construction or substantial alteration of existing buildings or sites.

4: MATERIALS/PRODUCT LITERATURE/SAMPLES. ***All proposed materials must be clearly indicated on drawings.*** Product literature or manufacturer cut sheets for stock items should also be submitted. Material samples are requested on a case-by-case basis, but are generally required for any proposed new construction or substantial alteration of existing buildings.

PART V - SIGNATURE: I certify that (i) I am the Legal Owner of Record or legally authorized to sign on behalf of the property's Legal Owner of Record and (ii) all of the information provided in and with this application is true and accurate to the best of my knowledge.

Applicant Signature: _____ **Date:** _____