



CITY OF NEWPORT

HISTORIC DISTRICT COMMISSION

CERTIFICATE
OF
APPROPRIATENESS

APPLICATION PACKET



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 located at 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 from www.visionappraisal.com or from the city's Tax Assessor or Department of Planning, Zoning, Development & Inspection, both located at Newport City Hall. Plat maps are available on the City of Newport's website <http://cityofnewport.com/departments/planning-zoning/maps-plans/home.cfm> Properties within the local historic district have a yellow background on these plat maps.

2. CONSULT with the Historic Preservation Planner before filing an application. This will help ensure that a HDC application is as complete as possible. 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 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. Incomplete or illegible applications will be returned to the applicant within seven (7) days of receipt in the Department of Planning. Applications that do not include the required supporting documentation will be returned to the applicant as incomplete. All applications must be accompanied by an application fee of \$100. Only checks, money orders, or cash can be accepted as payment. Checks and money orders should be made payable to the "City of Newport."

4. COME TO THE 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. Regularly-scheduled HDC meetings are publicly-posted and legally advertised no less than seven (7) days before the meeting date. Applicants will receive a letter confirming the time and date of the meeting. Applicants, or their authorized representatives, should attend the HDC meeting to represent their application.

5. CERTIFICATE OF APPROPRIATENESS 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. 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.

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.

COA's are only valid for the work that was specifically approved by the HDC and are 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.



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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 - ADDITIONAL INFORMATION

- 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 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". Do not leave this section blank.

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 <i>less than 25%</i> of an existing structure's square footage.		
Major Alteration(s) - Any addition(s) of <i>more than 25%</i> 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"x 14" or 11"x 17" paper, single-sided, to facilitate electronic scanning, posting and 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, one (1) original drawn scale set should be submitted along with one (1) copy of the original, reduced to fit on 8"x11", 8"x14" 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 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. (3/4" = 1' scale or larger)

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

Site plan 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. (1"=20' scale or larger)

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:** _____