

**TOWN OF BEDFORD**  
**APPLICATION FOR CERTIFICATE OF APPROVAL**  
**HISTORIC DISTRICT COMMISSION**

Application Fee: \$25.00 + \$0.44 per abutter notification

Date: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

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

Phone Number \_\_\_\_\_

Name of Applicant: (if different) \_\_\_\_\_

Address \_\_\_\_\_

(Applicant shall provide written authorization from property owner to sign application and/or present testimony at hearing)

Phone Number \_\_\_\_\_

Street address of property: \_\_\_\_\_ Map & Lot # \_\_\_\_\_

Attach List of abutters (including applicant) & mailing addresses

Briefly describe proposal (attach extra sheet as necessary)

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Above description should include a site plan and information/illustrations to show building dimensions, setbacks, elevations, and rendering of façade in all changed or affected areas, including: doors, windows, architectural details, roof slopes, construction materials, surface finishes, and landscaping (see Article V attached)

Proposed change is to: (circle the appropriate items)

1. Restore appearance to period of an historic event;
2. Restore appearance to period of original construction;
3. Modify appearance to later period or style other than original construction;
4. Construct addition or modify building or site without adherence to historic context;
5. Construct new building or other structure;
6. Erect or re-surface a sign (see Article V.A.2.c);
7. Landscaping, fences, tree removal, paving;
8. Other – (please explain)

All plans, elevations, etc. delineated in Article V of the Historic District Commission's Regulations shall be considered a permanent part of this application. The Commission reserves the right to require specifications in addition to those in Article V. as part of this application.

# 13989

\_\_\_\_\_  
Signature of Owner or Authorized Applicant

Revised: April 17, 2009

## Article IV

### Procedure

#### A. Applicant

Applications for the agenda of a regular meeting of the Historic District Commission shall be closed at 4:30 PM fourteen (14) calendar days before the date of the scheduled meeting. An applicant must file an application with all pertinent data as required in Article V.

##### 1. Review

- a. Before taking any action on the application, the Commission may delegate a subcommittee or one of its members, agents or employees to meet with the applicant. The Commission may also meet with other interested parties whose interests may be affected by the proposed building, renovation or change.
- b. Pursuant to RSA 676:9 and Article 9 of the HDC Rules of Procedures, the Historic District Commission shall file a certificate of approval or a notice of disapproval within 45 days after the filing of the application for the Certificate, unless the applicant agrees to a longer period of time.
- c. In the event of disapproval, the Commission shall state in writing within 10 calendar days the reason for its disapproval, and may, if appropriate, state what changes, if any, would render the application acceptable to the Commission.

##### 2. Site Preservation

All existing features of a building or site not directly involved in the building, renovation or change shall be maintained in their original condition except as required in the course of normal maintenance. All building renovation and change shall be constructed so as not to change the historic look or value.

##### 3. Abandonment

Unless the applicant commences construction, renovation or change within two years after the issuance of the Certificate of Approval by the Commission, the approval shall be null and void, provided, however, that no other Commission, Board, the Building Inspector or a court has intervened with cause.

##### 4. Approval Voiding

Any deviation from the approval in the actual construction, renovation or change in a building or site after approval of the Commission shall render such approval null and void.

##### 5. Completion of Project

The exterior work of the approved application must be completed within two years of the issuance of the Certificate of Approval. The exterior work is defined as construction of the building, painting, landscaping, driveways and retaining walls. Failure to complete the exterior work within this time frame will result in a civil fine in accordance to Article 45, Section 13-4 of the Bedford Zoning Ordinance for each day that the exterior work is not completed.

## B. Commission Meetings

1. Regular public meetings shall be held at least once in each month and may be held at the call of the Chairman at such other times as the Commission may determine. Meetings will normally be held on the first Tuesday of the month at 7:00 p.m. in the Bedford Meeting Room or as otherwise posted. If no applications are received, or there is no business to conduct, the meeting shall be cancelled and members notified by the Chairperson or his/her designee.
2. In the event of an emergency or holiday falling on the scheduled meeting date, the Chairperson or his/her designee shall notify all members and scheduled applicants of the alternate date at least 24 hours ahead of time.
3. Notice to abutters shall be made by mail to the owner of record, applicant, and all abutters not less than ten (10) calendar days prior to the date of the Historic District Commission meeting.
4. Three (3) voting members shall constitute a quorum, including alternate members sitting in place of regular members, and for approval an application must have received a majority vote of those present. A lesser number of members may meet, but may not vote on any matter before the Commission. If only three (3) regular and/or alternate members are sitting on an application for a public hearing, the applicant may elect to postpone the public hearing to a future date when at least four (4) regular and/or alternate members are seated to vote.

## Article V

### Specifications for Applications

#### A. The following documentation is required for application:

1. General information describing or outlining the existing conditions including buildings and landscaping of the existing site as well as a list of abutters.
2. The application shall include a record set, to be retained by the Commission, of drawings, sketches and other pertinent documents as necessary to adequately describe the building, renovation, addition or other changes to structures or sites. Documents to include:
  - a. A site plan, drawn to scale, showing the relationship of new work to existing proposed planting, walks, drives, structures, public ways, property lines and major landscape features and other items included but not limited to those in VI. C.
  - b. Plans and all elevations, drawn to scale, showing the architectural features of the proposed new building, addition or alteration as well as the relationship of the new work to any existing structure. Drawings to call out the exterior finish materials, dimensions and accurately depict doors, windows, roof lines, exterior lighting and fixtures and other architectural features and elements.
  - c. For signs. Location to be indicated on a plan or photograph showing relationship to existing or proposed structures, roadways and property lines. A scale drawing of the sign accurately depicting the size and proportions of the sign, showing dimensions, height from grade, colors, text, materials of its visible surfaces, and method of erection or installation, and illumination of sign.

d. Dated photographs showing property before new work commences shall be presented to the Commission. Photographs showing completed work are also required after work has been finished. These photographs will become part of a permanent record of each property in the Historic District and will be added to the Historic District Building Inventory.

e. Photographs used to depict existing conditions shall:

1. Be dated as to when taken.
2. Labeled as to location.
3. Keyed to a sketch showing location of shot and view taken.
4. Will be retained by the board as part of the application.

B. Additional requirements: All construction, renovation or changes to a building or site shall meet the requirements of the Zoning Ordinance, Land Development Control Regulations and any applicable state statutes. The design of the building, renovation or change shall complement the natural and man-made environments within the Historic District with the least amount of conflict.

C. Materials submission

1. The Board will require submittals (i.e. product literature, technical information) of exterior finish materials before final approval.
2. Color samples of actual exterior finish materials are requested.

D. Historic District Certificate of Approval Required

1. Construction or reconstruction, removal, moving, demolition, sand blasting or abrasive cleaning of any structure within the Historic District.
2. Activities requiring approval include but are not limited to, activities such as:
  - a. changing the architectural detail of external walls;
  - b. replacement or modification of window and door openings, or replacement or modification of windows and doors;
  - c. installation or removal of porches or fire escapes;
  - d. modification of roof plane or chimney;
  - e. alteration of a site, paving, installation or removal of signage, on-site lighting, commercial style trash receptacles, satellite dishes and other radio receiving antennae or similar activities;
  - f. a change of siding materials;
  - g. construction, alteration of any stone wall or fencing as required in Article VI;
  - h. grading, excavation, or removal of stone walls, fences, and trees.

E. Historic District Certificate of Approval Not Required

1. interior change or renovation.

2. ordinary maintenance and repair of any architectural feature which does not involve removal or change in design.
3. roofing or reroofing existing structures providing material remains the same (e.g. changing 3-tab to architectural shingles).
4. screen and storm windows and screen and storm doors providing the existing architectural features are not removed, destroyed, or concealed.
5. Painting or repainting of buildings or structures:
  - (a) Colors employed shall be consistent with that of the balance of the District and shall be presented in a conventional manner;
  - (b) Unconventional designs, colors, or color combinations are prohibited.

Applicants are strongly encouraged to consult the Historic District reference materials located at the Town Office Building, and architectural texts at the Bedford Public Library to discover what is most appropriate to the era and style of their property before planning construction, renovations, changes and painting.