



Town of Barnstable Old King's Highway Historic District Committee

367 Main Street, Hyannis, Massachusetts 02601
Telephone: (508) 862-4787
Email: erica.brown@town.barnstable.ma.us



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Application is hereby made, with one (1) complete, colored set, for the issuance of a Certificate of Appropriateness under Section 6 of Chapter 470, Acts and Resolves of Massachusetts, 1973, for proposed work as described below and on plans, drawings, or photographs accompanying this application for:

Date _____ Date Built: _____ **Map & Parcel** _____

Property Owner _____ Phone _____

Street address _____ Email _____

Village _____

Mailing address _____ Signature _____

Agent/Contractor _____ Phone _____

Agent Address _____ Email _____

Agent Signature _____

If approved, the Certificate of Appropriateness expires one year from the stamped approval date or upon the expiration of a Building Permit, whichever date shall be later. A one year extension may be requested, in writing, to the Old King's Highway Administrative Assistant at 367 Main Street, Hyannis, MA 02601. This request must be received prior to the date of expiration.

There is a 10 day appeal period plus a four day waiting period for all applications after which time your approval paperwork will be available for pickup and building permit sign-off. All applications are subject to meeting any applicable building code requirements.

Check all categories that apply

Building Construction New Build Addition Alteration Residential Commercial

Type of Building House Garage Barn Shed Other

Project Roof Windows/Doors Siding/Painting Solar Other

Landscape Feature Fence Wall Flag Pole Pool Other _____

Sign New Sign Replace Sign Repaint Sign Other _____

Description of Proposed Work _____

for Committee use only **This Certificate is hereby** **APPROVED** **DENIED**

By a vote of Aye ___Nay ___Abstain Date _____

Conditions of Approval _____

CERTIFICATE OF APPROPRIATENESS – SPEC SHEET

CHIMNEY

Material Color

ROOF

Make & style Color

Roof Pitch (s) – (7/12 minimum)
(specify on plans for new building & major additions)

GUTTER

Type/Material Color

WINDOWS, DOORS, TRIM, SHUTTERS, SKYLIGHTS

Window/Door Trim material

Wood Other specify

Size of cornerboards Size of casings (1X4 min) Color

Rakes 1st member 2nd Member Depth of overhang

Windows:

Make/Model Material Color

Window Grills

Divided Light Exterior Glued Grills Grills Between Glass

Removable Interior Grills No Grills Grill Pattern

Doors:

Style & Make Material Color

Garage doors:

Style Size of opening Material

Color

Shutters:

Type & Style Material Color

Skylights:

Type Make & Model

Material Size Color

SIDING

Type Clapboard Shingle Other

Material Red Cedar White Cedar Other

Paint Color

FOUNDATION

Type *(max 12' exposed)*

DECK

Material Color

SIGNS

Size Materials Color

FENCE

Type (split rail, chain link) Color

Material Length

RETAING WALL

Description

LIGHTING

Type and location (free standing
affixed to structure, illuminated)

CHECKLIST – CERTIFICATE OF APPROPRIATENESS

Please complete the Checklist that is applicable to your project.

Submit electronic complete colored set, unless otherwise noted

FEES

- **Filing Fee** according to fee schedule, please make checks payable to the **Town of Barnstable**
- **Legal Ad fee**, will be billed, made payable to the **Town of Barnstable**
- **First Class Postage Stamps** for abutter notification. Please contact Barnstable Old King's Highway Office for correct count

ALTERATIONS *(new paint color, change of siding material, roofing, windows, doors, shutters, etc)*

- **Application for Certificate of Appropriateness**
- **Spec Sheet**, brochures and color samples
- Plans of building elevations/photographs, **ONLY** if there is a change to the location and size of the window (s) or Door (s).

MINOR ADDITIONS *(decks, enclosing a porch, sheds (over 120 sqft)*

- **Application for Certificate of Appropriateness**,
- **Spec Sheet**, brochures and color samples
- **Site Plan**, **ONLY** if there are changes to the footprint *(see site plan criteria below)*
A site plan drawn on a mortgage survey plan or GIS map may be used for minor additions, **UNLESS** the porch, deck, pool, or Shed etc. is close to lot lines, zoning setback lines, or other buildings, in which case a certified site plan must be submitted
- **Photographs** of all building elevation affected by any proposed alterations
- **Plans** 2 full scale plans, plus 4 copies of the plan at reduced scale to fit 8.5x11 or 11x17 paper
Company brochure of manufacturers shed or to-scale sketch **or** affected structure or building elevations

ASSESSORY STRUCTURES, NEW/ALTERED *(fences, new stonewalls, changes to retaining walls, pools etc)*

- **Application for Certificate of Appropriateness**
- **Spec Sheet**, brochures &/or diagram
- **Site Plan** *(see site plan criteria below)*
- **Photographs** of any existing structure that will be affected by the change

SIGNS *(complete sign supplement)*

- **Rendering** of the proposed sign, showing graphics, dimensions, design and height of post, color, and materials
- **Site Plan** on GIS map or mortgage survey, or photographs, or to-scale sketch of building elevation showing location of Proposed sign; and any tree to be removed near a freestanding sign *(see below for site plan criteria)*

SOLAR PANELS *(complete solar panel supplement)*

- **Drawing** of locations of panels on house showing roof and panel dimensions
- **Site Plan** showing location of building on property *(see site plan criteria below)*

SITE PLAN CRITERIA

- Name of applicant, street location, map and parcel
- Name of architect, engineer, or surveyor; original stamp & signature; date of plan & revision dates
- North arrow, written and drawn to scale
- Changes to existing grades shown with one-foot contours
- Proposed & existing footprint of building and/or structures, and distance to lot lines
- Proposed driveway location
- Proposed limits of clearing for building (s), accessory structure (s), driveway and septic system
- Retaining walls or accessory structures (e.g. pool, tennis court, cabana, barn, garage, etc)

NEW BUILDINGS, ADDITION, OR COMMERCIAL BUILDING CHECKLIST – CERTIFICATE OF APPROPRIATENESS

Submit electronic complete colored set, unless otherwise noted

..... **Application for Certificate of Appropriateness**

..... **Spec Sheet**, brochures or diagram

..... **Site Plan**

- Name of applicant, street location, map and parcel
- Name of architect, engineer, or surveyor; original stamp & signature; date of plan & revision dates
- North arrow, written and drawn to scale
- Changes to existing grades shown with one-foot contours
- Proposed & existing footprint of building and/or structures, and distance to lot lines
- Proposed driveway location
- Proposed limits of clearing for building (s), assessor structure (s), driveway and septic system
- Retaining walls or accessory structures (e.g. pool, tennis court, cabana, barn, garage, etc)

..... **Building Elevations**

- Plans at scale of 1/4" = 1 foot; a written drawn scale
- Plans at a reduced scale to fit 8.5"x11 or 11x17 paper
- Name of applicant, street location, map and parcel
- Name of Building Designer, or architect; original signature of plan preparer and stamp; plan date, and all revision dates.
**All new house or commercial building plans must have an original signature and stamp, if any, by a registered Architect, member of AIBD, or a licensed Massachusetts Home Improvement Contractor, unless this requirement is waived by the Old King's Highway Historic District Committee.*
- A written and bar drawn scale
- Elevations of all (affected) sides of the building, with dimensions including height from the natural grade adjacent to the Building to the top of the ridge; location and elevation of finished grade, roof pitch (s) dormer setbacks; trim style, window And door styles. Changes to existing building must be clouded on drawings.
- Window schedule on plans

..... **Landscape Plan** (drawn on a certified perimeter plan containing the following)

- Name of applicant, street address, assessor's map and parcel number
- Name, address, and telephone number of the plan preparer, plan date, & date of revisions
- The location of existing and proposed buildings and structures, and lot lines
- Natural features of site (i.e. rock outcroppings, streams, wetlands, etc)
- Existing buffer areas to remain
- Location and species of trees and plants
- Driveway, parking areas, walkways, and patios, indicating materials to be used
- Existing stone walls, and proposed walls including retaining walls for slope retention or septic systems
For removal of stone walls, you must file a demolition application
- All proposed exterior lighting and signs

..... **Sketch or Photos of adjacent properties**

- A sketch (s) to scale or photographs of nearby adjacent buildings, where present, along both sides of the street frontage,
- Showing the proposed new house or commercial building in scale and in relationship to the existing buildings.
Please discuss with staff if you do not think this is relevant to your application.

..... **Photographs of all sides of existing buildings** to remain or being added to

Existing building, foot print

Building 1 (sq. ft.) _____ Building 2 (sq. ft.) _____

Existing building, gross floor area, including area of finished basement

Building 1 (sq. ft.) _____ Building 2 (sq. ft.) _____

New Building or addition, foot print

Building 1 (sq. ft.) _____ Building 2 (sq. ft.) _____

New Building or addition, gross floor area, including area of finished basement

Building 1 (sq. ft.) _____ Building 2 (sq. ft.) _____

Plan preparer, signature and date

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SOLAR PANEL SUPPLEMENT

STRUCTURE ONE

STRUCTURE TYPE Home Garage Barn

ELEVATION PLACEMENT

North South East West

ROOF MEASUREMENTS

Length Height Pitch

SOLAR PANEL MEASUREMENTS

Length Depth Width

SOLAR PANEL TYPE & FINISH

Color Finish (matte or glossy)

STRUCTURE TWO

STRUCTURE TYPE Home Garage Barn

ELEVATION PLACEMENT

North South East West

ROOF MEASUREMENTS

Length Height Pitch

SOLAR PANEL MEASUREMENTS

Length Depth Width

SOLAR PANEL TYPE & FINISH

Type Roof Mounted Ground Mounted Canopy/Carport System

Color Finish (matte or glossy)

Solar Company	
	Phone
Solar representative	
	Print Name Signature
Date	

