

# HDC PROCEDURES

**IF a project needs HDC approval the following procedure will be used:**

- 1. Potential applicants may schedule an informal discussion with the HDC of their project before application is made. Those requesting demolition must schedule an informal discussion of their project before application is made. Contact the land use administrator. Only rudimentary plans need be presented. Time and effort may be saved by taking this step.**
- 2. From the time a demolition informal discussion is requested until the project is signed off as completed or terminated by the HDC, the applicant will post on the property a sign provided by the town, visible from the road & no more than 20 feet from the road, announcing the requested demolition.**
- 3. HDC may require the applicant to pay for expenses reasonably incurred by obtaining necessary third-party opinions during the process.**
- 4. An application must be filled out, signed by the applicant, and filed with the land use administrator at least 22 days before a monthly meeting (the fourth Thursday of each month). There is a \$35, non-refundable, application fee plus cost for abutters notices.**
- 5. Thirteen days before the meeting ALL accompanying documents (see page 3) must have been filed with the administrator.**
- 6. The administrator will:**
  - a) notify all abutters by certified mail**
  - b) send the public hearing notice to one local newspaper and post it in two public places at least 11 days before the meeting.**
  - c) give copies or email of the application and documents to members of the HDC**
- 7. At the public hearing, each applicant and/or designee will be given time to explain their project and plans, and answer questions from the HDC members.**
- 8. Abutters and others will be allowed to speak for and against the project and ask questions to the HDC.**

9. If the HDC determines that the application does not contain all the necessary information, the applicant will accept a continued hearing or the HDC may deny the application.
10. If all necessary information is available, the public hearing is closed. The HDC members discuss the issues and arrive at a decision.
11. All documents and plans are filed in the Selectmen's Office as the official record of agreement between the applicant and the HDC.
12. A copy of the HDC certificate of approval or denial is sent to the applicant, and recorded at the county registrar.
13. No changes in the approved plan may be made without HDC approval.
14. Changes related to building code compliance or requested by the applicant, require an appearance before the HDC.
15. Minutes of the meeting are approved by the HDC usually at the next meeting.
16. Six months after approval of an application, a progress request will be sent to the applicant asking for a report on the project.
17. Approval is granted for one year unless otherwise approved by the HDC.
18. Time extensions may be granted to the applicant by reappearing before the HDC for approval.
19. A violation has occurred when the HDC regulations have not been followed with or without a proper application. When the Gilmanton HDC determines that a violation has occurred of the Historical District regulations, a letter will be sent to the violator requiring a meeting with the HDC. If the violator does not respond within 30 days, then a second certified (signature required) will be sent to the violator. If there is no response within 15 days or if there is no resolution of the violation, the appropriate documentation [original application, code enforcement, communication to & from applicant, letter to selectmen requesting enforcement] will be forwarded to the Board of Selectmen.

## DOCUMENTATION REQUIRED FOR FILING AN HDC APPLICATION

THE FOLLOWING SHALL BE INCLUDED WITH AN APPLICATION -  
**EIGHT COPIES OF EACH:**

Drawings, sketches, details, and plans shall be to scale large enough to be easily read.  
The scale shall be marked on each page, and dimensions clearly readable.

If proposing to use a non-wood material a sample shall be included.

Pictures or drawings of all windows & doors, and venting at the eaves and ridge line, including ALL dimensions.

If shutters are to be included on new buildings or replaced on period buildings, pictures or drawings of shutters, and placement including hardware.

If you are only making a change in material or color to any existing structure a sample or brochure of same needs to be submitted.

Plans for the size, shape, color and material of both steps and rails must be part of the application process.

Fuel tank installation requires a site plan drawing showing the location.

Required if you are proposing any new construction:

- a site plan showing all existing features and buildings as well as those proposed, including driveways, wells, utility poles, meters, fences, etc.
- elevation drawings for every side of a new building or those sides where changes are planned
- Trim, door and window treatment, chimney, and any distinctive features should appear in separate drawing of a scale large enough to accommodate all written dimensions.
- If new or a change in roofing surface, the materials shall be submitted for approval, but shall resemble shingles.
- Lighting fixtures or hardware may be represented by a picture or brochure, if the dimensions are included.
- Landscaping, trees and ground elevations require a detailed list and/or description as well as drawing or sketch.
- The level of detail needed can be understood by consulting the checklist.

**If a complaint about a property in an historic district is received by the HDC, it will be aired in the next open meeting. Complainants and residents will be invited to the meeting to have a discussion of the complaint.**