



Town of North Kingstown

Historic District Commission

Application for Certificate of Appropriateness

Please complete all areas of this application in either black or blue ink only. Illegible or incomplete applications will be returned to the applicant. Please submit all supporting documentation as required by this application; failure to do so may result in the application being delayed or denied. All applications must be filed at least 15 calendar days before the next scheduled commission meeting.

APPLICATION	Application Date _____
	Application Type _____
	_____ Conceptual Conference
	_____ New Construction/Addition
	_____ Alterations/Minor Modification
	_____ Site Improvements (EXPLAIN IN DETAIL)
_____ Demolition	
_____ Moving	
<i>* Use the HDC Signage Application for any signage requests</i>	

PROPERTY INFORMATION	Assessor's Plat _____ Lot(s) _____
	Street Address _____
	Zoning District _____
	Is there a structure on the premises: _____ yes _____ no
	If yes, indicate size: _____
	Existing use of premises _____
Proposed use of premises _____	

PROPOSAL	<p>Summary of Proposed Work: Describe the work to be undertaken at the subject property. Be specific pertaining to the type of work to be undertaken. Enclose additional information as necessary.</p>
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CONTACT INFORMATION

Applicant

Please Check: ___ Owner ___ Renter ___ Prospective Purchaser
 Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Phone _____ Email _____
 How long have you owned/rented on premises? _____

Owner

Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Phone _____ Email _____

Authorized Representative

Please Check ___ Contractor License #/State _____
 ___ Architect/Designer License #/State _____
 ___ Other Explain _____

Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Phone _____ Email _____

**Provide information and signatures for ALL authorized representatives. Use additional sheets and attachments as necessary.*

CERTIFICATION

Each type of application requires certain submission requirements. Refer to the Application Checklist and North Kingstown Historic District Commission Rules and Regulations for submission requirements for the type of application for which you are seeking approval. All required submission items must be received and determined acceptable and complete by the Historic District Commission in order for the application to be considered. Failure to comply with all submission requirements shall constitute procedural invalidity of the application. The undersigned hereby attests to reading the Rules and Regulations. If you have any questions or are in need of assistance contact the North Kingstown Department of Planning and Development.

The undersigned hereby applies to the Historic District Commission for a Certificate of Appropriateness for the above described work, at the property address herein set forth. The undersigned hereby certifies that the information submitted on this application and that any plans submitted in support of this application, are correct and represent the work proposed specifically in this application. The undersigned agrees to allow the Commission or its representative to make mutually agreeable periodic site visits as it deems necessary.

Applicant's Signature _____ Date _____
 Owner's Signature _____ Date _____
 Representative's Signature _____ Date _____

FOR OFFICE USE ONLY

Application Received _____

Schedule HDC Hearing Date(s) _____

HDC Approval Date _____

Additional Information Required?

Planning Department Staff Notes

Conditions and/or Comments
