



# HISTORIC DISTRICT COMMISSION

37 Washington Street

Nantucket, Massachusetts 02554

Telephone: 508.228.7231

Fax: 508.325.7572

## HDC ABUTTER NOTIFICATION POLICY

### Definition of Abutter

Abutters shall be defined as those who own properties adjacent to the subject property, or directly opposite the subject property, on any public or private street or way. A notarized list of abutters shall be obtained from the assessor's Office, located in the Town Building. The Commission may determine that other properties and/or interests will be materially affected and thereby require notification as well.

### Applications Requiring Abutter Notification

Abutters shall be notified of all HDC applications, which would result in a change of one thousand square feet (1,000) or more of floor area (including new construction, demolition, moving, etc...).

### Notification Process

Applicants shall notify abutters via certified mail, using the standard HDC Notification Form, which will be available from the HDC office. Documentation of the notification, in the form of an original notarized list of abutters from the Assessor's Office, original stamped receipts from the mailing, and a copy of the HDC notification form shall be submitted to the HDC office at the time of application. Applications without such documentation shall not be considered complete and will not be processed. Abutter notification shall only be required at the time an application is originally submitted, not for each time an application comes before the Commission.

### Abutter Response

Once notified, it is the responsibility of the abutter to keep informed of the progress of an application. Information can be obtained from the HDC office at the above number. Due to the large sizes of most HDC submissions, the HDC staff will not be able to provide faxed copies of application. Off-island abutters wishing for detailed information regarding an application may want to enlist an on-island representative to view the plans at the HDC office.

If an abutter wished to comment on an application, please note that the HDC can only address those issues within its statutory mandate-mainly, the appearance of a proposal from the public traveled way and its impact on the existing historic and natural context. Issues such as land uses, noise, and impacts on private property are outside of the HDC's purview and cannot be addressed by the Commission. Abutters and interested parties are encouraged to submit concerns in writing, to be made part of the record.

### Abutter Testimony at HDC Meetings

In order to maintain a balance between the wishes of abutters and interested parties to express their concerns and the need of the HDC to conduct its business in a timely fashion, the following policies have been established:

Abutters and interested parties wishing to testify before the Commission shall be limited to three minutes of testimony. Only one representative from each abutting property or interested party shall be permitted to testify.

For those cases in which a substantial number of abutters and/or interested parties wish to testify (as determined by the Chair), the Chair shall structure the review of an application as follows:

1. Introduction of the application;
2. Response by applicant;
3. Public comment in favor of proposal;
4. Public comment in opposition of proposal;
5. Closing of public comment - no further comment unless requested by Commission members through the Chair;
6. Commission comments and discussion with applicant;
7. Commission action.

The above meeting policies may be waived at the discretion of the Chair.