REQUIRED WITH ALL APPLICATIONS:

1. **Completed Application Form**: Description of ALL work must be indicated on application form.

2. **Property Owner’s Signature**: Current owner’s signature preferred; if the agent is signing the application written authorization from the owner (letter, fax, email) must be provided.

3. **Application Fee**: See back of application for fee schedule or call the office.

4. **Locus Map (4 copies)**: Location Map must include north arrow, parcel boundaries, primary and secondary streets. (Town GIS Map Site) [https://www.nantucket-ma.gov/151/GIS-Maps](https://www.nantucket-ma.gov/151/GIS-Maps)

5. **Site Plan (4 Copies)**: must include the following: lot dimensions, north arrow, all existing structures, proposed work (highlighted) with dimension to lot lines, scale, driveway, grade changes, and placement of HVAC units, electrical boxes, fuel tanks, etc.

6. **8-1/2” x 11” Copies of ALL Application Materials**: Must include the following: application form (reduced 64%), locus map, plot plan, all elevations and floor plans, window schedule, photographs, other relevant supporting material. All material MUST BE LEGIBLE (font size no smaller than 12), collated and stapled.

7. **Photographs**: Required of ALL applications for alterations to an existing structure. Photographs must be clear and labeled with application address or contextual address.

8. **Electronic submission**: All documents submitted to the HDC office must be emailed to hdcsubmissions@nantucket-ma.gov.

REQUIRED WHERE APPLICABLE:

1. **Supplemental Information for Historic Buildings**: It is the applicant’s responsibility to research the historical status of any and ALL buildings. Additional information may be obtained from the Nantucket Historical Association Library. If not historic, denote on application.

2. **Exterior Elevations and Floor Plans (4 copies)**: Must be Y.-inch scale and include all affected sides of the building, cardinal points (N, S, E, W), dimensions, heights, floor and ceiling heights, elevations of finished grade, window details and placement of HVAC units, electrical boxes, fuel tanks, etc. All changes from approved or existing design must be clouded on drawings. All material MUST BE LEGIBLE, collated and stapled. Reduced sets should maintain a font size of 12.

3. **As-Built Plans (1 copy)**: of existing elevations

4. **Hardscaping Plans (4 copies)**: To legible scale. This includes fences, decks, porches, arbors, retaining walls, tennis courts, swimming pool, driveways, gazebos etc. All material MUST BE LEGIBLE, collated and stapled.

5. **Topographic Map**: Must show existing and proposed grade for any change of more than one foot in height on grade. Retaining walls must be applied for separately (see hardscaping plan).

6. **Door and Window Schedule (4 copies)**: Must include window type (true divided, simulated divided), number of lights, dimensions, materials, manufacturers type name and type number.

7. **I UNDERSTAND THAT A TRUE DIVIDED LIGHT WINDOW/DOOR IS DEFINED AS MULTIPLE INDIVIDUAL SINGLE PANE}s OF GLASS (i.e., NOT DOUBLE-PANED OR INSULATED) ASSEMBLED IN THE SASH/DOOR USING MUNTINS.

8. **Abutter Notification Materials** – Abutters list from Assessors Office, certified mail stubs, and a copy of letter are required for all applications for changes of 1000 square feet or more except in the Nantucket Historic Core and ‘Sconset Historic Core where the requirement for new construction is 100 square feet.

9. **Approvals from Planning Board, Zoning Board of Appeals, Conservation Commission etc.**
REQUIRED WITH ALL APPLICATIONS:

1. **Completed Application Form:** Description of ALL work must be indicated on application form.

2. **Property Owner’s Signature:** Current owner’s signature preferred; if the agent is signing the application written authorization from the owner (letter, fax, email) must be provided.

3. **Application Fee:** See back of application for fee schedule or call the office.

4. **Locus Map (4 Copies):** Location Map - must include north arrow, parcel boundaries, primary and secondary streets. For example, using the Town GIS (NOTE: GIS maps are oriented to true North by default, so no arrow is required):

5. **Site Plan (4 Copies):** must include the following: lot dimensions, north arrow, all existing structures, proposed work (highlighted) with dimension to lot lines, scale, driveway, grade changes, hardscaping. Site plans are available through the Registry of Deeds.

6. **8-1/2” x 11” Copies of ALL Application Materials:** Must include the following: application form (reduced 64%), locus map, plot plan, all elevations and floor plans, window schedule, photographs, other relevant supporting material. All material collated, stapled and LEGIBLE. What this means:

   If you submitted plans for projects that were small enough to fit on one page, or you show “approved” and “revised” plans on the same page for clarity, like this:

   ![Example of Approved and Revised Plans]

   We still need to have reduced sets where we can read the text on the elevations. However this is achieved – by increasing the font size, or as shown here, by putting one elevation on each page – it must be legible.

7. **Photographs:** Required of ALL applications for alterations to an existing structure. Photographs must be clear and LABELED with application address or contextual address.
REQUIRED WHERE APPLICABLE:

1. Supplemental Information for Historic Buildings: It is the applicant’s responsibility to research the historical status of any and all buildings. Additional information may be obtained from any or all of the sources listed below; there may be others that are available as well. If not historic, denote on application.

   Town of Nantucket – NACR survey: http://www.nantucket-ma.gov/Pages/NantucketMA_HistDist/NACRsurvey/
   Massachusetts Cultural Resource Information Survey: http://mhc-macris.net/
   Nantucket Historical Association – Photo Library: http://www.nha.org/library/index.html
   Registry of Deeds: http://www.masslandrecords.com
   National Park Service – National Register: http://www.nr.nps.gov/

2. Exterior Elevations and Floor Plans (historic structures and major revisions, defined as five or more changes) (4 Copies): Must be ¼-inch scale and include all affected sides of the building, cardinal points (N, S, E, W), dimensions, heights, floor and ceiling heights, elevations of finished grade, and window details. All changes from approved or existing design must be clouded on drawings. All material MUST BE LEGIBLE, collated and stapled.

3. As Built Plans (historic structures and major revisions, defined as five or more changes): One (1) copy of existing elevations.

4. Hardscaping Plans (4 Copies): To legible scale. This includes fences, decks, porches, arbors, retaining walls, tennis courts, swimming pool, driveways, gazebos etc. All material MUST BE LEGIBLE, collated and stapled. HARDSCAPING MUST BE APPLIED FOR SEPARATELY FROM A BUILDING APPLICATION; HARDSCAPING MAY BE INCLUDED ON SUBMITTED PLANS FOR INFORMATIONAL PURPOSES, BUT ARE NOT APPROVED UNTIL APPLIED FOR SEPARATELY.

5. Topographic Map: Must show existing and proposed grade for any change of more than ONE foot in height on grade. Retaining walls must be applied for separately (see hardscaping plan).

6. Door and Window Schedule (4 Copies): Must include window type (true divided, simulated divided), number of lights, dimensions, materials, manufacturers type name and type number. A true divided light window/door is defined as: MULTIPLE INDIVIDUAL SINGLE PANES OF GLASS (i.e., NOT double-paned and/or insulated) ASSEMBLED IN THE SASH/DOOR USING MUNTINS.

7. Abutter Notification Materials: Original certified abutters list (with raised seal) from Assessors’ Office, original certified mail stubs, and a copy of letter are required for all applications for changes of 1000 square feet or more except in the Nantucket Historic Core and ‘Sconset Historic Core where the requirement for new construction of 100 square feet.

8. Approvals from Planning Board, Zoning Board of Appeals, Conservation Commission etc.

Revised October 2008
How to Apply to the Nantucket Historic District Commission

Do I need to apply?

YES!
If you are planning exterior changes:
- Rooftop
- Siding
- Window Replacements
- Painting
- New Construction

Here is what you need:

- Completed Application Form
- Application Fee
- Four (4) Collated Packets to include:
  - Local Map
  - Plot Plans
  - Drawings of Proposal
  - Elevator Plans
  - Floor Plans
- One (1) set of reduced (8 1/2" x 11") copies of ALL application materials
- A Scanned PDF of the complete reduced application materials to send via email to EDC Submissions, once your application has been accepted.

& Understanding the process

...you may also need:

- Supplemental information for existing or Historic Buildings
- Photographs
- As-Built Plans
- Topographic Map
- Four (4) Collated Packets to include:
  - Exterior Elevation and Floor Plans
  - Door and Window Schedule
- Abutter Notification Materials
- Approvals (Conservation Commission, Zoning Board of Appeals and Planning Board)

HELP US, TO HELP YOU!
You are creating copies of the packet of information for the commission that shows them: where the property is, what it looks like and what you want to do with it.

QUESTIONS?

Stop by or give us a call at (508) 325-7587
We are always happy to help you understand this process better!
### What it looks like:

#### HDC APPLICATION

**Description of Work to Be Performed**

Here is where you will tell the HDC what you want to do. If there is not an option listed for your project or if your application is for multiple changes, please use the "Other" option.

**Detail of Work to Be Performed**

Here is where you need to be specific about the work you are planning to do. Most of this section will not apply, but the parts that do, need to be filled out completely.

**Agent Information**

If you are not the property owner, you need to fill out this section. If you are the owner, you can skip this part. We will also need a written statement (fax or email is acceptable) from the property owner, stating you are authorized to do work on their property.

**Property Information**

Here is where you will tell the HDC what property you are planning to make changes. You can locate map and parcel information at: [http://www.mapenv.com/towns/stonington/](http://www.mapenv.com/towns/stonington/)

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### AT THE HDC MEETING

#### Approval

If your application is approved, there is nothing further for you to do. Allow a few days for paperwork to be processed then stop by the office to pick up your approval.

#### Denied

In the unlikely event, your application is denied, you may not move forward with your project. There is an appeals process if you feel there were procedural errors in your hearing.

#### Hold for Revisions

If your application is held for revisions, you will need to submit the changes by one of the "rolling" deadlines in order to be heard at the following "Old Business" meetings. It is always a good idea to check in with HDC staff to go over what is required.

For more information & resources, go to: [http://www.nantucket-ma.gov/253/Handicapped-Planners-Commission](http://www.nantucket-ma.gov/253/Handicapped-Planners-Commission)