

Brunswick Historic Preservation Board
Application for Certificate of Appropriateness

NOTE: Incomplete applications may incur approval delays. Applications involving demolition or relocation plans shall be accompanied by post-demolition or relocation plans for the site.

Applicant Information:

Name: _____ Daytime Phone: _____
Address: _____ Evening Phone: _____
City: _____ Zip: _____ Cell Phone: _____

Project Information:

Property Address: _____
Proposed Start Date: _____ Proposed Completion Date: _____

Applications for Certificate of Appropriateness, along with **all required support materials**, must be submitted to the City Building Inspector's office, 4th floor, 777 Gloucester Street, or the HP Board Secretary, 1229 Newcastle Street fifteen (15) calendar days prior to the first Monday of each month. The Brunswick Historic Preservation Board meets to consider all applications submitted by the deadline on the first Monday of each month, 6:00 PM, 2nd floor, Old City Hall, 1229 Newcastle Street. A sub-committee of the BHPB meets on the Monday two weeks prior to the scheduled first Monday meeting to evaluate all applications. This meeting is held at Old City Hall, 1229 Newcastle Street at 6:00 PM. **All applicants are encouraged to attend both of these regularly scheduled meetings to respond to questions by the BHPB regarding the application. Not attending could result in a delay of certificate approval.**

Please check the following: New Build: Yes No Applied for Building Permit: Yes No

Repair Only: Yes No Changes to exterior: Yes No Restoration: Yes No

Brief Description of Work: _____

Name of Contractor: _____ Phone: _____

Signature of Property Owner _____ Date _____ Signature of Contractor/Representative _____ Date _____

Support Material: **Received by/ date:** _____ **Workshop date:** _____

- _____ Site plan showing lot lines, street names, setbacks, building location, etc. Show all trees and state types of trees over 10" in diameter that are proposed for removal.
- _____ Prepared plans showing the scope of work and specifications of design and improvements. The information that is most crucial is anything that affects the exterior appearance.
- _____ Before photographs of the building or site and include photos of adjacent and /or nearby property to establish context.
- _____ Elevation drawings of the proposed work, including notes and details pertaining to specific materials.
- _____ Material samples if appropriate.

Conditions of Approval: _____

Initials

Approval is valid for a period of 18 months from authorization date, project construction must begin within 6 months of that date.

Approved: _____ Denied: _____ Authorization By: _____ Date: _____

The signature below indicates the undersigned will comply with the conditions and/or changes to the application as noted and will abide by all City codes and ordinances. The Brunswick Historic Preservation Board and the City Building Official must be notified of any alterations or modifications after initial approval.

Property owner(s) or representative's signature

Date