

HISTORIC DISTRICT COMMISSION

Chair	Ryan Haggerty
Contact	Jason Martin, Preservation Planner 444 Westminster St, Suite 3A Providence RI 02903 401.680.8517 jmartin@providenceri.gov
Description	Regulates development in historic districts
Meeting Schedule	Every 4th Monday of the month at 4:45pm. Meetings are held on the 1st floor of 444 Westminster St, Providence RI, 02903 Schedules are available on www.providenceri.gov/planning and www.state.ri.us/openmeetings/
Application Process	Applications may be received at the Planning and Development Department on 444 Westminster St, Site 3A, Providence RI 02903. Applications are due 14 days before the next Historic District Commission meeting. Please contact staff for more information on the application process. Length of application process varies on the complexity of the project. Applicants are strongly urged to meet with Department of Planning and Development staff before submitting an application
Fees	No Fee – Repairs, replacement in-kind, restoration \$50 – Minor alterations \$100 – Major alterations \$400 – New construction, demolition Fees are to be made payable to "Providence City Collector"
Time Frame for Decision	Notices sent approximately 2 weeks after meeting
Appeal Process	Must file appeal with Zoning Board of Review within 20 days of notification

All meeting schedules are subject to change. Please refer to the listed contact, website, or www.state.ri.us/openmeetings/, for the most updated meeting schedule information.



CITY OF PROVIDENCE
MAYOR BRETT P. SMILEY

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Please read these instructions carefully before filling out an application form. Categories accompanied by an asterisk () are REQUIRED INFORMATION, without which an application cannot be processed. If you have any questions, please contact the PHDC staff at jmartin@providenceri.gov or 401.680.8517.*

PART I - GENERAL INFORMATION

***PROPERTY ADDRESS** - Indicate the street address of the property on which exterior work is proposed. Plat and Lot numbers are available from the Assessors' office in Providence City Hall. If the property has a historic or common name (e.g., St. Mary's Church, John Brown House, Abbott Park), indicate that. Also indicate in which local historic district the property is located: Armory, Broadway, College Hill, North Elmwood, PLD-Residential, PLD-Industrial & Commercial Buildings, Power-Cooke, South Elmwood, or Stimson Avenue.

***OWNER** - Indicate the name, complete mailing address, telephone number and email of the property owner (not the owner of a business located on the property). If the owner is an institution or corporation, or if the property is a condominium or cooperative, also indicate the name of a specific contact person. If the property is under a purchase and sale agreement, the seller is the owner and the buyer is the applicant.

***APPLICANT** - If the property owner is also the applicant, indicate "same as above." If a person other than the property owner is the applicant (e.g., tenant, architect, property manager, etc.), then indicate his or her name and complete mailing address, telephone number and email. If the applicant is an institution or corporation, indicate the name of a specific contact person.

ARCHITECT/CONTRACTOR - If an architect or contractor is associated with the project, indicate the firm name, contact person, complete mailing address, telephone number and email. It is not required to have an architect or contractor in order to file an application, but professional advice is strongly recommended, particularly for alterations and new construction.

***SIGNATURES** - Signatures of both the applicant and the property owner are required. Underneath the signature, print or type the name of the person who has signed. Persons signing on behalf of an entity must have authority to do so; in cases of a condominium or cooperative, the chair or president of the association must sign as owner.

(Over, please)

DEPARTMENT OF PLANNING & DEVELOPMENT

JOSEPH A. DOORLEY JR. MUNICIPAL BUILDING, 444 WESTMINSTER ST, PROVIDENCE RI 02903
PHONE 401.680.8400 | WWW.PROVIDENCERI.GOV/PLANNING

PART II - DESCRIPTION OF PROPOSED WORK

***APPROVAL SOUGHT** - Check either “Conceptual” or “Final.” All new construction and additions must receive conceptual approval prior to final approval. For these types of applications check both boxes. Most other projects may request final approval when the application is first filed.

***APPLICATION CATEGORY** - Check as many categories as necessary to describe the scope of work. If you do not see your project among the listed categories, use the blank space to indicate it.

***WRITTEN DESCRIPTION** - Fully describe the scope of work and its impact on the building. Be as specific as possible. For example, “Replace windows” does not provide as much information as “Replace 6 (six) windows on east and south elevations, first and second floors. Existing windows are wood double hung 6/6 sash with true divided lights; replacement windows will match materials, dimensions and configuration.”

PART III - DOCUMENTATION

***All applications require some level of documentation.** At minimum, Exhibits 1 and 2, a completed and signed application form are always required.

What additional information may be required depends on the scope of work: use the checklists in the PHDC Standards and Guidelines to determine how much information to submit. For example, if replacing a slate roof, you may need to submit only Exhibits 1, 2, 4 and 8. If adding a porch, you might submit Exhibits 1, 2, 3 and 5.

The PHDC staff reviews each application for completeness of documentation, and may ask for further documentation if needed. The PHDC may also request additional information before making a decision at a public hearing.

PART IV - MISCELLANEOUS

Check the **first box** if the application is being filed in response to notice from the PHDC that work has been done without prior PHDC approval, or which is not consistent with a previous Certificate of Appropriateness.

Check the **second box** if the project will also require zoning variances. Zoning review usually occurs after PHDC review. Any changes to an approved project resulting from zoning review must be submitted back to the PHDC for approval.

Check the **third box** if an expert witness will appear at the public hearing. An expert witness is not required.

Check the **fourth box** if applying for tax credits from the Rhode Island Historical Preservation & Heritage Commission.

Check the **fifth box** if a person representing the owner or the applicant will appear at the hearing. All applications reviewed at a public hearing must be presented by the applicant, the owner, or a representative. The representative should be authorized to negotiate with the PHDC regarding any changes to the proposal. An attorney's presence is not required.



PROVIDENCE HISTORIC DISTRICT COMMISSION

DEPARTMENT OF PLANNING AND DEVELOPMENT

444 Westminster Street, Suite 3A, Providence, RI 02903 401.680.8517

email: jmartin@providenceri.gov or visit us on the web at: www.providenceri.gov/planning

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

For Office Use Only

Application Number:		Date Received:	
Type of Review:		Date Accepted:	
In House		Public Hearing	Accepted By:

APPLICATIONS MUST BE SUBMITTED AT LEAST 14 DAYS BEFORE A PUBLIC HEARING. PLEASE CONTACT THE PHDC STAFF FOR HEARING DATES AND FILING DEADLINES.

PLEASE PRINT OR TYPE

PART I – GENERAL INFORMATION

PROPERTY ADDRESS:	Plat:	Lot:
Property Name (if any):	Historic District:	

OWNER Name:	Telephone:
Mailing Address:	Email:

APPLICANT Name:	Telephone:
Mailing Address:	Email:

ARCHITECT/DESIGNER Name:	Telephone:
Mailing Address:	Email:
CONTRACTOR/BUILDER Name:	Telephone:
Mailing Address:	Email:

I certify that all information contained in this application is true and accurate to the best of my knowledge.

Applicant: _____

Owner: _____

PART II – DESCRIPTION OF PROPOSED WORK

Approval Sought (check one):

Conceptual

Final

Application Category (check as many as necessary):

<input type="checkbox"/>	Repair/Replacement In-Kind
<input type="checkbox"/>	Minor Alterations
<input type="checkbox"/>	Awnings
<input type="checkbox"/>	Fences/Gates
<input type="checkbox"/>	Mechanical/Electrical Equipment
<input type="checkbox"/>	Solar
<input type="checkbox"/>	Signs
<input type="checkbox"/>	Site Improvements

<input type="checkbox"/>	Storm/Screen Windows/Doors
<input type="checkbox"/>	Roofs/Gutters/Downspouts
<input type="checkbox"/>	Major Alterations
<input type="checkbox"/>	Additions to Existing Structure
<input type="checkbox"/>	Windows/Doors
<input type="checkbox"/>	Barrier Free Access Improvements
<input type="checkbox"/>	New Construction
<input type="checkbox"/>	Demolition

Over, Please

BRIEFLY BUT COMPLETELY DESCRIBE THE ENTIRE SCOPE OF WORK: what you propose to do, where on the property the work will occur, and how the work will be accomplished. For large projects, an itemized list is recommended. Attach additional pages if necessary.

PART III – DOCUMENTATION

See PHDC Standards and Guidelines for checklists of documentation requirements for your specific project. INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED FOR REVIEW. Mark each piece of documentation according to the list below. All documentation except materials samples and models will be retained by the PHDC as part of the public record. All documentation must be labeled and dated. Drawings must show dimensions and scale, and should illustrate existing as well as proposed conditions. *Place a check mark next to each exhibit you have submitted with this application.*

<input type="checkbox"/>	EXHIBIT 1 – Application Form (signed by property owner and applicant)
<input type="checkbox"/>	EXHIBIT 2 – 35mm Photographs (color or B/W, 3” x 5” min. Digital photos okay. No instant snapshots.)
<input type="checkbox"/>	EXHIBIT 3 – Drawings, e.g. Elevations, Plans, Sections (each labeled separately: Exhibit 3A, 3B, etc.)
<input type="checkbox"/>	EXHIBIT 4 – Shop Drawings
<input type="checkbox"/>	EXHIBIT 5 – List of Abutting Property Owners Names and Mailing Addresses (omit for in-house reviews)
<input type="checkbox"/>	EXHIBIT 6 – Financial Data (demolition proposals only)
<input type="checkbox"/>	EXHIBIT 7 – Model (new construction proposals only)
<input type="checkbox"/>	EXHIBIT 8 – Material Samples
<input type="checkbox"/>	EXHIBIT 9 – Other Information (specify):
<input type="checkbox"/>	EXHIBIT 10 – List of Expert Witnesses or Owner’s Representatives

PART IV – MISCELLANEOUS

Application Fee (\$ _____ See attached schedule for applicable fee.)

Please check any of the following statements which apply to this project:

This application is filed in response to notice from the PHDC of work done without prior approval.

This project will also require zoning variances and/or review by the Building Board of Review.

One or more expert witnesses will appear at the public hearing to testify in favor of this application. A list of names, addresses and professional qualifications of witnesses is attached as Exhibit 10. (Please note that the PHDC may limit verbal testimony so that all public comment may be entered in the record in a timely fashion. Written testimony may be submitted.

Check this box if applying for tax credits or the property has an easement with the Rhode Island Historical Preservation & Heritage Commission.

An attorney, architect, contractor or other representative will appear on the applicant’s or owner’s behalf at the public hearing. The name and business address of this representative is attached as Exhibit 10.



CITY OF PROVIDENCE
MAYOR BRETT P. SMILEY

LIST OF ABUTTERS

When an application for a Certificate of Appropriateness is to be reviewed at a public hearing, all owners of abutting properties must be given advance written notice of the hearing and an opportunity to comment on the application.

An "abutter" is any property whose lot lines touch the lot lines of the property which is the subject of the application; streets are considered common property lines. At minimum, each property has four abutters: the two lots on either side, the lot directly behind, and the lot directly across the street.

To determine your abutting properties, consult the City of Providence plat maps, available at the Department of Planning and Development (444 Westminister Street, Suite 3A; telephone 401.680.8517) or the City Tax Assessor's Office (City Hall, 25 Dorrance Street; telephone 401.421.7440).

PLEASE PRINT OR TYPE

PROPERTY ADDRESS: _____ PLAT/LOT: _____

APPLICANT: _____ DISTRICT: _____

ABUTTERS:

Table with 3 columns: Plat/Lot, Street Address, Owner Name and Address (include town, state, zip code). Contains five rows of blank lines for data entry.

I confirm that to the best of my knowledge, this list includes all abutting properties affected by this application, and the owner information is derived from the most current records of the City Tax Assessor.

Applicant Signature

Date



CITY OF PROVIDENCE
MAYOR BRETT P. SMILEY

ABUTTER WAIVER FOR PROPOSED FENCE ON INTERIOR LOT LINE

The Providence Historic District Commission regulates all exterior work to buildings, structures and appurtenances located within the city's seven designated local historic districts. In cases where installation or alteration of a fence along an interior lot line is proposed, the PHDC requires that the applicant for a Certificate of Appropriateness inform all affected abutting property owners of the proposal and obtain their approval of the proposed location, design and height of the fence, by signing where indicated below.

For the purposes of this notification only, an "abutter" is a property whose lot lines touch the side or rear lot lines of the property where the work will occur. Abutting properties should be identified using the official city plat maps, available at the Department of Planning and Development (444 Westminster Street, Suite 3A; telephone 401.680.8517) or the City Tax Assessor's Office (City Hall, 25 Dorrance Street; telephone 401.421.7440). Owner names are derived from the most current records of the City Tax Assessor.

Abutters who object to the proposal may attempt to work out a solution with the applicant; otherwise, the application will be scheduled for the next available public hearing so that comments may be heard. Comments may or may not influence the PHDC's decision on the application.

PLEASE PRINT OR TYPE

PROPERTY ADDRESS: _____ PLAT/LOT: _____
APPLICANT: _____ DISTRICT: _____

We, the undersigned, have reviewed the proposal to construct or alter a fence along an interior lot line of the above referenced property. By signing this form, we understand that we are expressing approval of the proposed height, design and location of said fence. (Attach additional pages if necessary.)

Table with 3 columns: Plat/Lot, Street Address, Owner Name and Address (include town, state, zip code). Contains four rows of blank lines for data entry.

I confirm that to the best of my knowledge, this list includes all abutting properties affected by this application, and the owner information is derived from the most current records of the City Tax Assessor.

Applicant Signature Date



CITY OF PROVIDENCE
MAYOR BRETT P. SMILEY

SCHEDULE OF APPLICATION FEES

Under city ordinance (Chapter 2017-20, No. 280), as of June 19, 2017, filing fees will be charged for applications for Certificates of Appropriateness. Fees are set in the following categories:

- No Fee** Repairs, replacements in-kind, restoration of missing or altered features based on historical, documentary, pictorial or physical evidence.
- \$50.00** Minor Alterations, such as awnings, fences and gates, mechanical and electrical equipment, shutters and blinds, signs, site improvements, storm/screen windows and doors, etc.
- \$100.00** Major Alterations, such as additions, replacements not in-kind; changes to wall materials and surfaces, window and door openings, ornamentation, roof forms or elements, porches, stairs and entryways, grade levels and foundations, storefronts, fire escapes, barrier-free access improvements and public amenities.
- \$400.00** New construction, demolition, including moving of structures.

Fees may be paid by check or money order, made payable to the "Providence City Collector."
Cash will not be accepted.