# 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

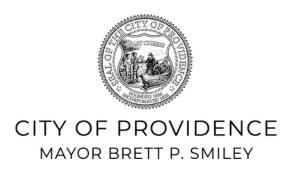
Fees are to be made payable to "Providence City Collector"

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.



## 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 <u>required</u>. 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)

### 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

Site Improvements

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  Applicant: Owner:	accurate to the best of my knowledge.				
PART II – DESCRIPTION OF PROPOSED WORK					
Approval Sought (check one): Conceptual Final					
Application Category (check as many as necessary):					
Repair/Replacement In-Kind	Storm/Screen Windows/Doors				
Minor Alterations	Roofs/Gutters/Downspouts				
Awnings	Major Alterations				
Fences/Gates	Additions to Existing Structure				
Mechanical/Electrical Equipment	Windows/Doors				
Solar	Barrier Free Access Improvements				
Signs	New Construction				

Demolition

BRIEFLY BUT	COMPLETELY I	DESCRIBE TH	IE ENTIRE	SCOPE	OF WORK:	what you	propose to	do,	where	on the
property the	work will occu	r, and how	the work	will be	accomplish	ed. For la	rge projects,	an	itemized	l list is
recommende	ed. Attach additi	onal pages if	necessary	<i>/</i> .						

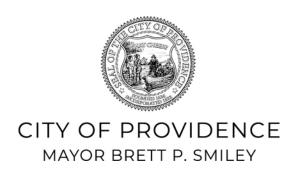
## **PART III – DOCUMENTATION**

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.

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



### **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. This notice is required by law. Names and addresses of abutting property owners are supplied by applicants as part of the documentation for an application. This form may be used by applicants to provide this information.

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. Abutters of corner properties include the lots on the three opposing corners, as well as properties to the side and rear of the subject property. Large or oddly shaped lots may have several abutters to the rear, sides, or across the street. Abutting lots which lie outside the plat in which the subject property is located must also be included.

To determine your abutting properties, consult the City of Providence 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). Names and <u>complete mailing addresses</u> of abutters are to be taken from the most current records of the Tax Assessor and listed below; use additional sheets if necessary.

		PLEASE PRINT OR TYPE
PROPERTY A	DDRESS:	PLAT/LOT:
APPLICANT:_		DISTRICT:
ABUTTERS:		
<u>Plat/Lot</u>	Street Address	Owner Name and Address (include town, state, zip code)
		this list includes all abutting properties affected by this application, and the current records of the City Tax Assessor.
Applicant Sig	————————————nature	Date



### 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.

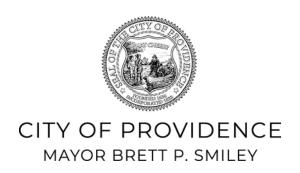
Abutters who object to the proposal may attempt to work out a solution with the applicant; otherwise, the application

Date

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



## **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.
- **Solution** States Alterations, such as awnings, fences and gates, mechanical and electrical equipment, shutters and blinds, signs, site improvements, storm/screen windows and doors, etc.
- **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.