

PERMITS FOR BUILDINGS MORE THAN 50 YEARS OLD*

HLPB will review: applications for demolition, additions, alterations and renovations including: changes to the exterior form, materials, windows or trim (**provide info on existing and proposed materials**); replacement of exterior finishes or details with different materials; interior alterations (**provide existing photos**); replacement of existing exterior finishes with similar materials

Submission Requirements:

For demolition: include 2 hard copies and 1 digital copy of building and site photographs (both interior and exterior), including any original architectural features (fireplace, bathroom, moldings, etc.); a property line survey; property card (available in the Town Assessor's office); and existing and proposed architectural elevations.

For additions, alterations or renovations: include 2 hard copies and 1 digital copy of drawings, plans, architectural elevations and other information to describe the building or structure; in addition, include site photographs, a property line survey; property card (available in the Town Assessor's office); and interior photos of any original features (fireplace, bathroom, moldings, etc.)

Please also provide the following information, in full:

1. Address of Property, Date of Original Construction:

2. Close up photos of all 4 sides of the existing on-site structures, unless demolition is taking place, then include interior pictures as well (e.g. living room, dining room, kitchen, etc.):

3. Please provide history of property (can be obtained from Property Card, Historic Records/Books, etc., ex. 1800th Century Farmhouse moved from original location):

4. Current layout and style (Split, Colonial, Tudor, barn et. al.) of the existing structure (i.e. – 4 BDR, living room with early 1900's fireplace, oak floors, etc.):

5. Name of both original architect and owner (from historic records):

6. List of any noted residents, events or occurrences at the location (e.g. – site was Cab Calloway's home; site of 1800's tavern):

7. Existing and proposed exterior stories, finishes, form, trim, etc.:

The Planning Department will distribute the submission and summarize the responses or request a meeting presentation by the applicant, at the Board's request.