



Town of North Smithfield

# Historic District Commission

Department of Building/ Inspection/ Zoning

83 Green Street, North Smithfield, Rhode Island 02896

Tel: (401) 767-2200

Web: [www.nsmithfieldri.org/BoardsCommissions/HistoricDistrictCommission](http://www.nsmithfieldri.org/BoardsCommissions/HistoricDistrictCommission)

## Certificate of Appropriateness

## Application Packet

The North Smithfield HDC Process

Instructions for completing an HDC Application

Blank HDC Application

---



# Town of North Smithfield Historic District Commission

## Certificate of Appropriateness Application Process

The following procedures should be followed before a Building Permit is approved for a property owner in a local historic district in North Smithfield. Application forms, NSHDC Standards and Guidelines, maps and other information are available at the office of the Building Inspector, or by contacting the Chair and/or Vice Chair of the North Smithfield Historic District Commission.

1. **Confirm that the property is located within the local historic district and that the proposed work will require review.** Obtain your property's plat and lot from either the office of the Building Inspector, the Tax Assessor, or the Town Clerk. Properties within the local historic district can be extracted from the plat map showing the historic district overlay zoning boundaries, or from the master list of properties within the local historic district.
2. **Consult with the Commission before filing an application.** A property owner may contact the Chair of the North Smithfield Historic District Commission to arrange a site visit to discuss the proposed work and level of review that may be required. An appointed subcommittee may also meet with a homeowner at a scheduled site visit.
3. **Complete and file your HDC application.** For an application to be reviewed at the next public hearing, the appropriate paperwork should be submitted to the office of the Building Inspector or Chairman of the Commission at least fourteen (14) days prior to the next scheduled HDC meeting. However, applications should be submitted as much in advance as possible. Applications may be prepared by property owners or their representatives; however, the property owner is always the applicant and *must* sign the application. Applications deemed incomplete will be returned to the applicant within seven (7) days of receipt, and information about how to render the application complete will be included. **Once verified as complete, the HDC requires one (1) original copy (electronic submission shall qualify with an electronic/ digital photo submission if feasible by the applicant) of the application (pages V, VI, & VII only) and all supporting application materials for distribution to the members.**
4. **The HDC Meeting.** The NSHDC regularly scheduled monthly meetings are publicly posted at the Town Hall and the RI Secretary of State website not less than forty-eight (48) hours before the meeting date. Applicants shall receive notice confirming the time and date of the meeting. Site visits may be conducted by a subcommittee of HDC members prior to the HDC meeting. Applicants will be notified but do not need to be present for site visits, but the property should be accessible; photographs, sketches and notes of the exterior features of the property may be taken during these visits. All HDC meetings are open to the public (except in cases of executive session), and applicants, or their authorized representatives, are not required to, but may attend the HDC meeting to represent their application.
5. **Certificate of Appropriateness.** *If an HDC application is approved,* a written Resolution along with a Certificate of Appropriateness (a "COA") is issued to the property owner in the form of a letter, along with original stamped and signed plans attesting to HDC approval. The COA, original plans and related documentation shall be submitted to the office of the Building Inspector to accompany the building permit application. Building permits for exterior work within the historic district will not be issued until HDC approval has been granted. Applicants who receive HDC approval must follow approved plans or face possible legal action by the Town. Failure to follow approved plans may delay or prevent the issuance of other permits or certificates of occupancy, or may result in zoning code violations. The applicant shall agree, by signing the application, to allow the NSHDC, as a group or individually, to make site visits from time to time as deemed necessary.  
*If an HDC application is denied,* the HDC decision may be resubmitted or reconsidered as outlined in the NSHDC Standards & Guidelines, or appealed to the Zoning Board of Review, which reviews only whether the HDC made a procedural error or had sufficient evidence to make its decision. COA's are only valid for the work that was specifically approved by the HDC and are valid for one (1) year. Any changes to a project (including alterations required by other reviews such as zoning or CRMC, NBC, DEM, or unanticipated circumstances during construction) must be brought back to the HDC for approval prior to commencing or continuing any work. In some instances, Certificates of Appropriateness may be extended upon written request prior to the expiration of a valid Certificate. It is the applicant's sole responsibility to obtain all necessary building permits and zoning variances for any project.



# Town of North Smithfield Historic District Commission

## General Standards of Review

The following General Standards of Review have been adopted by the North Smithfield Historic District Commission, based on the Secretary of the Interior's Standards for Rehabilitation. The purpose of the standards and guidelines is to help the NSHDC to be consistent and objective in its judgment of applications for Certificates of Appropriateness, and to provide applicants with an indication of how the NSHDC will approach the review process. In reviewing an application for a Certificate of Appropriateness, the NSHDC will cite one or more of these standards in each decision it makes on an application.

### 1. **Recognize Appropriate Use**

A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

### 2. **Retain Historic Character**

The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

### 3. **Avoid Conjecture (or Retain the Sequence of Historical Events)**

Each property shall be recognized as a physical record of its own time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

### 4. **Consider Later Changes as Potentially Significant**

Most properties change over time; those changes that have acquired significance in their own right shall be retained and preserved.

### 5. **Protect Distinctive Construction and Craftsmanship**

Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

### 6. **Repair Rather Than Replace**

Deteriorated historic features shall be repaired rather than replaced. Where the severity of the deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

### 7. **Avoid Destructive Treatments**

Chemical or physical treatments, such as sandblasting, that cause damage to historical materials, shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken by the gentlest means possible.

### 8. **Protect Archaeological Resources**

Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

### 9. **Make Additions and Alteration Compatible**

New additions, exterior alterations, or related new construction shall not destroy historic materials, which characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

### 10. **Make New Additions and Alterations Reversible**

New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would not be impaired.



# Town of North Smithfield Historic District Commission

## Certificate of Appropriateness Application Instructions

**PART I – GENERAL INFORMATION.** *Complete and correct information is required or the application cannot be processed for docketing.*

**PROPERTY ADDRESS** – This is the legal street address of the property.

**PLAT & LOT** – The Plat and Lot numbers can be obtained through the Office of the Building Inspector or the Department of Planning and Development, both located at North Smithfield Town Hall, 83 Green Street, North Smithfield; or the Tax Assessors Office at the same location.

**APPLICANT** – The applicant is the **Legal Owner of Record** of a property. Include the name, mailing address, telephone number and, if known, email address of the property's legal owner. If the property's ownership is condominium, a letter of approval for the proposed project from the property's board is required at the time of submission to the HDC.

**AUTHORIZED REPRESENTATIVE** – If someone other than the property owner will be representing the Owner of Record, contact information (name, mailing address, telephone number and, if known, email address) for that authorized representative (tenant, architect, contractor, property manager, etc.) should be included on the application.

### **PART II – ADDITIONAL INFORMATION.**

**Line 1** – Check if the property is in condominium ownership and confirm that board approval is attached.

**Line 2** – Check if the application is being filed for Conceptual Approval only. A Resolution in the form of a written Advisory Statement will be provided to the applicant that will be non-binding.

**Line 4** – Check if the application is being filed in response to a violation notice from the Town of North Smithfield.

**Line 5** – Check if the project requires other approvals or permitting and, if so, specify which approvals/ permitting (zoning approval, CRMC, etc.). Zoning review occurs *after* HDC review, and if zoning review results in changes to a previously-granted HDC Certificate of Appropriateness, those revisions must be submitted to the HDC for approval.

**Line 6** – Check if special arrangements need to be made for access to the subject property.

### **PART III – SUMMARY OF PROPOSED WORK.**

**SUMMARY** – Briefly describe all proposed alterations or work on the building or property.

**CATEGORIES** – Check all applicable categories of work and areas of the building/ property affected by the proposed project(s).

### **PART IV – APPLICATION MATERIALS.**

All applications require some level of documentation. In addition to the basic information that is required of all applicants, additional information may be required depending upon the scope of the proposed work. Applications that do not include the required supporting documentation will be returned to the applicant as incomplete.

### **PART V – SIGNATURE.**

**SIGNATURE** – The property's Legal Owner of Record must sign the application. Persons signing on behalf of an entity (an institution, for example) must have authority to do so. In cases of a condominium or cooperative, a letter of support from the chair/ president of the board for the specific project must be included with the application.



# North Smithfield Historic District Commission

Received by the Office of the Building Inspector

Name:

Date submitted:

## Application for Certificate of Appropriateness

Please complete this application in BLACK or BLUE ink only.

Illegible/ Incomplete applications will be returned to the applicant.

Meeting Dates, Times, and Agendas are posted at the Office of the Building Inspector.

### PART I – GENERAL INFORMATION

<u>Property Address:</u>	<u>Plat:</u> <u>Lot:</u>
<u>Property Name (if any, including historic):</u>	<u>Original Date of Construction:</u>
<u>Applicant (Legal Owner of Record):</u>	<u>Telephone:</u>
<u>Mailing Address:</u>	<u>Email address:</u>
<u>Authorized Representative:</u>	<u>Telephone:</u>
<u>Mailing Address:</u>	<u>Email address:</u>

### PART II – ADDITIONAL INFORMATION

*(check all that apply)*

- ☐ The property is in condominium ownership. Proof of Board or Association approval *must* be attached.
- ☐ This application is for Conceptual Approval *only* (non-binding Advisory).
- ☐ This application is filed in response to a violation notice.
- ☐ This application is a modification of plans previously approved (date(s) \_\_\_\_\_) by the HDC.
- ☐ This project requires other approvals, as follows: Zoning \_\_\_\_ CRMC \_\_\_\_ Planning \_\_\_\_  
Other (describe): \_\_\_\_\_
- ☐ Access to the subject property requires special arrangements.
- ☐ This project is seeking approval for the Historic Residence Tax Credit (see program application and guidelines).

## **PART III – SUMMARY OF PROPOSED WORK**

Describe (do not leave blank) all proposed exterior alterations to the subject property here. For example, "Replace all North wall shingles, replace five windows and rebuild two chimneys" or "Construct new house". Use additional sheets if necessary. Please print legibly.

[illegible]

Please check ALL applicable categories below:

	Repair/ Replacement of Exterior Architectural Features		
	Minor Alteration(s) – Any alteration(s) that replace existing building features <i>or</i> any new construction of less than 25% of an existing structure’s square footage.		
	Major Alteration(s) – Any addition of more than 25% of an existing structure’s square footage <i>or</i> any new freestanding structure(s) (including garages, sheds, barns, pools, pool houses, etc.)		
	New Construction – Attached to Existing Structure		
	New Construction – Free-Standing		
	Demolition		
	Roof(s); Skylight(s)		Shutters / Awnings
	Wall(s)		Sign(s)
	Window(s) and/or Door(s)		Outbuilding(s)
	Porches / Entries		Decorative or Retaining Wall(s)
	Chimney(s)		Pool(s); Site Structure(s)
	Foundation		Other (describe):
	Mechanical / Electrical Equipment		

## **PART IV – APPLICATION MATERIALS**

All HDC application materials must be submitted on unbound 8.5"x11" or 8.5"x14" or 11"x17" paper to facilitate electronic scanning, posting and archiving.

### **#1: COMPLETED APPLICATION FORM.**

**#2: PHOTOGRAPHS.** Color photographs (4"x6" or larger) clearly depicting current existing conditions at the property are required for all applications. Include a minimum of one (1) street view of the property (showing any portions of the building(s) that are visible) and a minimum of one (1) photograph of each elevation that will be affected by the proposed work. Photographs may be either 35 mm or good-quality color copies. Electronic submission of digital photos (properly annotated as stated below) are acceptable, but printed copies must be submitted (can be consolidated onto page sizes indicated above with minimum of 4x6 image size) with original application and required copy for the record. Photograph title, date, and legal address of subject property should be indicated on all photographs. Including historic views of the subject property is encouraged (originals will be returned at owners request).

**#3: DRAWINGS.** If drawings are required, one (1) original drawn scale set should be submitted along with one (1) copy of the original, reduced to fit on 8.5"x11" or 11"x17" paper. Drawings must include date, scale, cardinal points (N, S, E, W) and proposed materials. If the application proposes modifications to a project already granted HDC approval, an 11"x17" copy of the previously-approved drawings must be included along with new drawings depicting proposed modifications. *Please note that applications for any major construction require drawings that meet professional standards.*

***Elevation drawings*** are required for most projects and should show existing conditions and proposed alterations at all elevations that will be affected by proposed work (1/4"=1'-0" scale or larger for most domestic-scale projects).

***Elevation detail and cross section drawings*** (3/4"=1'-0" scale or larger) are required for proposed projects (including new construction and major alteration) that involve new or altered windows, doors, dormers, porches, trim elements and other new or altered architectural features.

***Full scale details*** are required for certain proposed new architectural elements (moldings and other trim elements, for example).

***Site plan*** (1"=20'-0" scale or larger) is required for any alteration to existing building footprints, including proposed free-standing construction or additions to existing buildings as well as for the addition of at-grade mechanical equipment.

***Perspective drawings*** (or some other form of perspective or three dimensional depiction, such as photomontage) may be required for proposed new free-standing construction or substantial alteration of existing buildings or sites.

**#4: MATERIALS/ PRODUCT LITERATURE/ SAMPLES.** All proposed materials must be clearly indicated on drawings. Product literature or manufacturer cut sheets for stock items should also be submitted. Material samples are requested on a case-by-case basis, but are generally required for any proposed new construction or substantial alteration of existing buildings.

## **PART V – SIGNATURE:**

I certify that, *i*) I am the Legal Owner of Record *or* legally authorized to sign on behalf of the property's Legal Owner of Record, and *ii*) all of the information provided in and with this application is true and accurate to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_