

Easton Historic District Commission Application Checklist

Complete only the section that is required for the project. Applications are only deemed complete when each item is included in this package. If an item is not applicable or included, the applicant must list a reason for the omission of the item for the Commission's information. The Commission will not hear any application that is not complete. Required information that is missing from the application will not be accepted during the meeting.

() Rehabilitation / Renovation:

_____ 1. Photographs of all existing conditions that are affected by the rehabilitation/renovation proposal.

_____ 2. Dimensioned elevation drawings and/or photos with overlaid sketch indicating proposed alterations. Include door and window designs along with manufacturer's catalogue data (e.g. specifications, cut sheets, etc.).

_____ 3. Exterior material description (both existing and proposed).

_____ 4. Where applicable, historic photographs or other documentary evidence should accompany all proposals requesting the building be returned to an earlier historic appearance.

_____ 5. Landscape plan where landscape features will be involved. Please show the location of existing trees.

() New Construction/ Addition:

_____ 1. Site plan showing all proposed additions or new construction with setbacks and neighboring structures. Show all new landscaping features, walks, patios and other 'hardscape' features. Site plan shall be drawn at an appropriate scale.

_____ 2. Dimensioned elevation drawings at an appropriate scale showing all sides of the proposed construction. Drawings shall include notations in regards to materials, roof pitches, trim details, and the types of windows and doors used in the project.

_____ 3. Foot prints of the proposed building at each level and exterior architectural details.

_____ 4. Photographs showing existing conditions and neighboring structures.

_____ 5. Specifications of materials, including roofing materials, window and door specifications, and any other architectural details.

_____ 6. Street elevation showing neighboring buildings (400 feet in either direction) and the proposed structure. New constructions drawing must be accurately scaled to permit its evaluation as part of the streetscape.

_____ 7. Construction schedule.

_____ 8. For new construction only: The Commission will require a three-dimensional rendering, superimposed photo, silhouette, or model of the proposed structure, other buildings on the property, and neighboring buildings when necessary for an understanding of the visual impact of the new construction and its compliance with the Guidelines.

_____ 9. Has a licensed architect prepared this design?

() Signs

_____ 1. Dimensioned drawings of the sign identifying materials, colors, lettering (size and font style) and wording.

_____ 2. Photograph of sign location on property.

_____ 3. Lighting specifications, if applicable.

_____ 4. Mounting details.

() Fencing/ Landscaping

_____ 1. Site plan showing proposed fence location, landscaping improvements or walkways and patios.

_____ 2. Material specifications/design for proposed work.

_____ 3. Fence design drawings or sketch showing height, picket style (if applicable) and other relevant details.

_____ 4. Photos of the existing area to be fenced.

() Demolition

_____ 1. Is this demolition sought because of failing structural integrity?

_____ 2. If “yes” to #1 above, attach a professional structural/civil engineer’s report on the condition of the structure..

_____ 3. Is this demolition sought because of economic hardship?

_____ 4. If “yes” to #3 above attach documentation proving economic hardship..

_____ 5. Is there another reason to demolish the building? If so state:

_____ 6 Are complete building replacement plans attached?

_____ 7 The narrative on the application must fully explain the rational for the demolition.

_____ 8 Include photo documentation of all four elevations of the building(s) to be demolished, foot print dimensions, height dimensions, and a site plan showing the old building on the property.

_____ 9. The HDC may require additional professional inspection of the structure, e.g. evaluation by a historic _preservation specialist.