



*Town Of Chatham*  
*Historic Business District Commission*

261 George Ryder Road  
CHATHAM, MA 02633



TELEPHONE (508) 945-5168

FAX (508) 945-5163

## ***Application for Administrative Approval***

The following is a summary of materials that should be included in applications for Administrative Approvals:

- Photographs of the existing building showing location of changes and adjacent areas, and including views from all public streets or ways.
- Color swatches for paint colors.
- HBDC may require, at its discretion, samples, models, specifications, or other representative materials.

### General Application Requirements

- **Three copies** of all application materials must be submitted. Drawings must be 8 ½" x 11" or 11" x 17", and photographs and of all other required information must be attached to each copy of the application. All drawings and plans must be signed by the applicant or his/her authorized agent, and all attachments must be signed or initialed by the applicant.
- Drawings must be accurate in scale, including all exterior features, show finish grade at the foundation wall and ground level, and indicate all colors, materials and unusual details. Photographs must show current conditions and include several different views of affected elevations or areas.
- All applications should state the age of the building or structure, if available, and include available documentation supporting that date. Applicants are encouraged to include the Massachusetts Historical Commission Form B if such exists.
- The applicant must be the owner of the property or designated person to represent the owner. Unless a Power of Attorney or Agent Authorization Form is provided to the Commission.



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***Application for Administrative Approval***

Date: \_\_\_\_\_

Application Fee: \$20.00

Application No: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_

**Type of Work Proposed:** \_\_\_\_\_ Gutters & Downspouts \_\_\_\_\_ Historic Markers \_\_\_\_\_ Re-roofing  
\_\_\_\_\_ Industrial Zones – Alterations & Additions \_\_\_\_\_ Storm Doors  
\_\_\_\_\_ Siding Replacement \_\_\_\_\_ Storm Windows \_\_\_\_\_ Window Shutters

**Project Details:**

Project Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Age of Structure: \_\_\_\_\_

**Owner/Applicant/Contractor Information:**

Project Name or Owner of Property: \_\_\_\_\_

Owners Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant or Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant or Agent