



Town Of Chatham
Historic Business District Commission

261 George Ryder Road
CHATHAM, MA 02633



TELEPHONE (508) 945-5168

FAX (508) 945-5163

Application for Site Improvements

The following is a summary of materials that should be included in applications for Site Improvements:

- Photographs of site, including views from all public streets or ways.
- Plans showing existing and proposed plantings with types, number and sizes of new plantings.
- Show fences, trees, walls, walks, lights, drives, flagpoles, swimming pools, parking areas and existing and proposed changes in grade (except parking areas which require Site Plan approval by the Planning Board).
- When a commercial building or structure is involved, a professional landscaping/hardscaping plan is desirable and will normally be expected by the HBDC. When only a single-family residential dwelling is involved, a non-professional plan may be offered initially, detailing any trees or shrubs being removed or relocated, areas of plantings and grass, types of fencing and driveway materials, and areas being left natural.

General Application Requirements

- **Twelve** 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 prior to the scheduled hearing date.

- * Landscaping is exempt provided the landscaping is not resulting from work that requires a Certificate of Appropriateness, including hardscaping, additions, demolition, removal or relocation of a building or structure, or new construction of a building or structure.



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Application for Site Improvements

Date: _____

Application Fee: \$20.00

Application No: _____

Fee Paid: \$ _____

Type of Work Proposed: ___ Driveway & Parking Areas ___ Fences ___ Flagpoles
___ Fences ___ Landscaping* ___ Hardscaping ___ Mechanical & Utility Equipment
___ Outdoor Display and/or Sale of Goods ___ Recreation Facilities
___ Solar Panel Arrays (free standing) ___ Masonry Walls ___ Yard & Façade Lighting

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