



## Instructions

- Please provide 14 complete packages of the items included on the checklist below:
- ALL DOCUMENTS (i.e. plans, photographs, narrative and application) MUST BE DATED.
- Completed application form beginning on page two of this document.
- Site plan indicating existing and, if applicable, proposed locations of structures on the parcel. If there is no proposed change to the footprint or location of the structure(s) a GIS/site map may be found at [mapsonline.net](http://mapsonline.net) and can substituted for a formal site plan.
- Photographs of all exterior elevations of the existing building or structure.
- Building plans of existing exterior elevations if available OR if not available, good quality photographs of the existing structure may be substituted.
- Building plans/photographs shall indicate the RIDGE HEIGHT of the existing structure and the areas to be altered or demolished, clearly highlighting the dimensions of substantial materials that will be lost. If reduced size plans are submitted, the dimensions must be large enough to be read. Floor plans may be submitted in addition to but not in place of the required elevation drawings.
- Building plan elevation drawings with dimensions for proposed demolition, addition or new construction are **REQUIRED** for National Register applications and although optional, are **STRONGLY** encouraged for Ch. 158 applications (Please refer to note 2 below).
- Assessors Field Card (found on the Assessors webpage)
- Historic Inventory Form B (if available) – Please contact Staff Liaison for further instruction if needed
- Completed Homeowners Authorization for Representation Form or email authorization from the applicant if the owner has not signed the application form.
- A detailed narrative description of the proposed demolition, including specifications of the extent of demolition and a complete list of all substantial materials that will be lost including any proposed reuse of historic materials, as well as page two of this application.

Hand deliver or mail a copy of the completed application package to: Chatham Historical Commission, 261 George Ryder Rd. Chatham, MA 02633 Monday-Thursday 7am-4pm & Friday 8am-12:00pm. Please also email a copy of the completed application package and plans to [mclarke@chatham-ma.gov](mailto:mclarke@chatham-ma.gov).

**PLEASE NOTE: Failure to comply with the above requirements & providing all necessary documentation could result in a delay of the application being processed and/or a determination that the application is incomplete for the purpose of advertising the public hearing.\*\*\***

### NOTES:

1. This application is required to be submitted to the Historical Commission if the proposed project involves exterior changes and alteration of more than 25% of the gross floor area (including basement) of a historic or contributing single family dwelling, or the alteration of any portion of the exterior of a historic or contributing structure other than a single family dwelling in a National Historic District or an eligible National Historic District, "Alteration" may include demolition, reconstruction, new additions, or a combination of these. Gross floor area includes all stories of the subject structure with clear standing headroom of six feet, six inches, including cellars & basements.

If it is determined by the Chatham Historical Commission that substantial alteration is proposed, the project will be forwarded to the Building Commissioner for referral to the Cape Cod Commission for Development of Regional Impact (DRI) review under Section 12.c.1 of the Cape Cod Commission Act. Projects involving full demolition of a contributing structure in the National Register Historic District must be referred directly to the Cape Cod Commission if compromise to a full demolition is not possible.

2. Applicants are **STRONGLY ENCOURAGED**, particularly with applications for partial demolition, to provide information about the proposed addition or proposed reuse and new structure. While not required for Ch. 158 applications, this information may be taken into consideration by the Historical Commission in their deliberations as to whether the proposed demolition will materially diminish the historical significance of the property and/or existing structure. *However, plans for alterations to an existing contributing structure in a National Register Historic District or an eligible National Register Historic District are required to determine if the proposed modification constitutes a substantial alteration.*



CHATHAM HISTORICAL COMMISSION  
Chatham, Massachusetts 02633

Filing Fee: \$150.00 \_\_\_\_\_ received

**\_\_\_\_NOTICE OF INTENT TO DEMOLISH OR PARTIALLY DEMOLISH A HISTORIC BUILDING OR STRUCTURE PURSUANT TO CHAPTER 158 OF THE TOWN OF CHATHAM GENERAL BYLAWS**

**AND/OR**

**\_\_\_\_APPLICATION FOR SUBSTANTIAL ALTERATION TO A HISTORIC OR CONTRIBUTING STRUCTURE IN A NATIONAL HISTORIC REGISTER DISTRICT OR AN ELIGIBLE NATIONAL HISTORIC REGISTER DISTRICT PER SECTION 12(c)(1) OF THE CAPE COD COMMISSION ACT (APPLICATIONS MAY ALSO BE SUBJECT TO REVIEW UNDER CHAPTER 158 OF THE TOWNS GENERAL BYLAWS) (Please refer to note 1 on instruction page)**

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1. Address of Structure: \_\_\_\_\_
  2. Assessors' Map \_\_\_\_ Block \_\_\_\_ Lot \_\_\_\_
  3. Property Owner Name: \_\_\_\_\_
  4. Mailing Address of Property Owner: \_\_\_\_\_
  5. Property Owner Telephone: \_\_\_\_\_
  6. Property Owner Email address: \_\_\_\_\_
  7. Applicant/Agent (if other than owner): \_\_\_\_\_
  8. Applicant/Agent Address: \_\_\_\_\_
  9. Applicant/Agent Telephone: \_\_\_\_\_
  10. Applicant/Agent Email: \_\_\_\_\_
  11. Signature of Applicant/Agent: \_\_\_\_\_
  12. Signature of Owner OR completed Authorization Form/Email: \_\_\_\_\_
  13. Is the building or structure on the National Register of Historic Places?    Y \_\_\_\_\_    N \_\_\_\_\_
  14. Age of building or structure: \_\_\_\_\_
  15. Source of Age Information: \_\_\_\_\_
  16. State the reason for demolition. (Note: if structural damage is claimed, a report from a Massachusetts registered professional structural engineer must be submitted with this application form.)  
\_\_\_\_\_  
\_\_\_\_\_
  17. What alternatives to demolition have been explored, i.e., rehabilitation, restoration, moving to another location, reuse, etc.? Provide details and supporting documentation:  
\_\_\_\_\_  
\_\_\_\_\_
  18. What is the current use of the structure? \_\_\_\_\_
  19. Proposed use of the structure/site?  
\_\_\_\_\_

**20. Type of Structure (circle one):**

Dwelling                      Accessory Building to Dwelling                      Multi-family                      Commercial

**21. Demolition Proposed (circle one):**                      Full                      Partial

If partial, describe: \_\_\_\_\_

**If partial, provide the following additional information:**

Total **Gross Floor Area** of Existing Structure: \_\_\_\_\_ sq. ft.  
(Gross floor area includes all stories of the subject structure with clear standing headroom of six feet, six inches, including cellars & basements.)

Total Square Footage of Proposed Demolition: \_\_\_\_\_ sq. ft.

Total Square Footage of Proposed Addition(s) (if applicable): \_\_\_\_\_ sq. ft.

**22. Estimated square feet of material to be loss (if any):** \_\_\_\_\_ sq. ft.  
(Please note this calculation must match calculations on drawings)

**23. Portion of Structure to be impacted by demolition (underline all that apply):**

Foundation                      Siding                      Trim                      Windows  
Roof                      Chimney                      Other (provide description): \_\_\_\_\_

**24. Proposed change in structure foot print (if applicable):** \_\_\_\_\_ sq. ft. increase \_\_\_\_\_ percent increase

**25. Proposed change in structure height (if applicable):** \_\_\_\_\_ feet

**26. Identify distinguishing historical qualities of structure, landscaping, site and/or setting. If any are to be altered, explain the steps to be taken to ensure that the integrity of the existing historical structure and/or site are not damaged or substantially altered.**

\_\_\_\_\_  
\_\_\_\_\_

**27. Is the property on or adjacent to a historic archaeological site(s) or site(s) with high archaeological sensitivity? If so, how will the proposed alteration be configured so as to maintain or enhance such resources?**

\_\_\_\_\_  
\_\_\_\_\_

**28. Describe how the proposed mass and scale of the addition or new construction and proportions and relationships between doors and windows are harmonious among themselves and consistent with the surrounding architectural styles.**

\_\_\_\_\_  
\_\_\_\_\_