



CHATHAM HISTORICAL COMMISSION  
*Chatham, Massachusetts 02633*

**Instructions – This page does not need to be submitted with application**

**Please provide 14 complete packages of the following *REQUIRED DOCUMENTS* with this completed application form:**

- **ALL DOCUMENTS (i.e. plans, photographs, narrative and application) SHALL BE DATED.**
- Site plan indicating existing and, if applicable, proposed locations of structures on the parcel is required for all applications.
- Photographs of the exterior of the existing building or structure.
- Building plans of existing exterior elevations if available OR if not available, photographs of the existing structure may be substituted.
- Building plans/photographs shall indicate the ridge height of the existing structure and the full dimensions of the areas to be demolished or altered highlighting all materials that will be lost.
- 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 (note 2)
- Completed Homeowners Authorization for Representation Form.
- A narrative description of the proposed demolition, including detailed specifications of the extent of demolition and a complete list of all materials that will be lost including any proposed reuse of historic materials, as well as page two of this application.
- Hand deliver completed application packages to Chatham Historical Commission, 261 George Ryder Rd. Chatham, MA 02633 Monday-Thursday 7am-4pm & Friday 7am-12:30pm OR application package can also be mailed to the above address.
- Failure to comply with 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/or 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 part 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, attached or detached structures with clear standing headroom of six feet, six inches, including but not limited to cellars, basements, mezzanines, penthouses, corridors, lobbies or offices.

If it is determined by the Chatham Historical Commission that substantial alteration is proposed, the project will be referred 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.

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 or not the proposed demolition will materially diminish the historical significance of the property and/or existing structure. *However, plans for alterations to an existing structure in a National Register District or an eligible National Register District are required in order to determine if the proposed modification constitutes a substantial alteration.*



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Chatham, Massachusetts 02633

For Office Use Only :

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 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) (note 1)**

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 (if not applicant) OR completed Authorization Form: \_\_\_\_\_
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 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 Square Footage of Existing Structure: \_\_\_\_\_ sq. ft.

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.

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.

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