



HISTORIC DISTRICT COMMISSION

Town of Hollis

Seven Monument Square
Hollis, New Hampshire 03049
Tel. 465-2209 FAX 465-3701

CHECKLIST FOR APPLICATION

To make it easier for applicants and the HDC, this checklist details those things that we need you to provide so that the Commission can accept your application for consideration. Please sign the checklist once completed and include it with your application.

Applicant Signature:

Date:

1. To make sure that the building/change fits in with its neighbors and is in scale with the streetscape, we need:

- photos showing where the building/change is in relation to its neighbors and the street_____
- whether the building/change can be seen from the public way (if the building is not visible, then you may not need to apply)_____
- we need a site plan to see exactly where the building sits on its lot_____
- we need drawings that show the exact size and shape of the building so we can see whether it is in scale with its neighbors and the street_____
- we need to know whether the topography is to be changed_____

2. In order for us to know exactly what the building/change looks like so we can approve it, we need a drawing that shows the building/change. This drawing should include the following specifications:

- roofing materials including samples and colors_____
- what the siding will be made of (wood, vinyl, clapboards, shingles etc), including samples_____
- what the corner boards and trim will be made of and how wide they will be_____
- details of window location, what they will look like (will they have true divided lights or snap-in grilles) and what they are made of, (wood, metal, etc), with a picture from the manufacturer showing them_____
- we need pictures of the doors, with details of their material and construction_____
- we need information about the foundation and how it meets the siding_____
- we need to know about outside lighting, driveways and any walls or fences that are to be constructed/alterd_____
- we would like to know the paint color; there are approved color charts available at Town Hall_____

3. Your Presentation:

The night of the hearing on your proposal the board will first vote to accept the application for consideration. This is when the board will decide if you have provided all of the items required to reasonably consider your request.

After accepting the application as being complete, the board will then ask you to present your project. Please plan to begin from the most general elements and progress to the most specific. In other words, we are first interested in where the building sits on the land and how it relates to other buildings nearby as well as the view from the street.

We will then be interested in the specific details of the structure to see how those will relate to other buildings nearby. Light fixtures, paint and roofing colors are the finishing touches that are important but can most easily be modified.

A complete listing of requirements may be found in the Design Guidelines and Regulations