



PROVIDENCE HISTORIC DISTRICT COMMISSION

DEPARTMENT OF PLANNING AND DEVELOPMENT

400 Westminster Street, Providence, RI 02903 401.351.4300/ Fax 401.454.0731
 e-mail: jmartin@providenceri.com or visit us on the web at: <http://www.providenceri.com/hdc>

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

For Office Use Only

Application Number:		Date Received:	
Type of Review:		Date Accepted:	
In House		Public Hearing	
			Accepted By:

APPLICATIONS MUST BE SUBMITTED AT LEAST 14 DAYS BEFORE A PUBLIC HEARING. PLEASE CONTACT THE PHDC STAFF FOR HEARING DATES AND FILING DEADLINES.

PLEASE PRINT OR TYPE

PART I – GENERAL INFORMATION

PROPERTY ADDRESS:	Plat:	Lot:
Property Name (if any):	Historic District:	
OWNER Name:	Telephone:	
Mailing Address:	Zip Code:	
APPLICANT Name:	Telephone:	
Mailing Address:	Zip Code:	
ARCHITECT/DESIGNER Name:	Telephone:	
Mailing Address:	Zip Code:	
CONTRACTOR/BUILDER Name:	Telephone:	
Mailing Address:	Zip Code:	

I certify that all information contained in this application is true and accurate to the best of my knowledge.
Both signatures required. Please print or type name underneath signature.

Applicant: _____

Owner: _____

PART II – DESCRIPTION OF PROPOSED WORK

Approval Sought (*check one*):

Conceptual

Final

Application Category (*check as many as necessary*):

<input type="checkbox"/>	Repair/Replacement In-Kind
<input type="checkbox"/>	Minor Alterations
<input type="checkbox"/>	Awnings
<input type="checkbox"/>	Fences/Gates
<input type="checkbox"/>	Mechanical/Electrical Equipment
<input type="checkbox"/>	Shutters/Blinds
<input type="checkbox"/>	Signs
<input type="checkbox"/>	Site Improvements

<input type="checkbox"/>	Storm/Screen Windows/Doors
<input type="checkbox"/>	Roofs/Gutters/Downspouts
<input type="checkbox"/>	Major Alterations
<input type="checkbox"/>	Additions to Existing Structure
<input type="checkbox"/>	Windows/Doors
<input type="checkbox"/>	Barrier Free Access Improvements
<input type="checkbox"/>	New Construction
<input type="checkbox"/>	Demolition

Over, Please

BRIEFLY BUT COMPLETELY describe the entire scope of work: what you propose to do, where on the property the work will occur, and how the work will be accomplished. For large projects, an itemized list is recommended. Attach additional pages if necessary.

PART III – DOCUMENTATION

See PHDC Standards and Guidelines for checklists of documentation requirements for your specific project. INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED FOR REVIEW. Mark each piece of documentation according to the list below. All documentation except materials samples and models will be retained by the PHDC as part of the public record. All documentation must be labeled and dated. Drawings must show dimensions and scale, and should illustrate existing as well as proposed conditions. *Place a check mark next to each exhibit you have submitted with this application.*

<input type="checkbox"/>	EXHIBIT 1 – Application Form (signed by property owner and applicant)
<input type="checkbox"/>	EXHIBIT 2 – 35mm Photographs (color or B/W, 3” x 5” min. Digital photos okay. No instant snapshots.)
<input type="checkbox"/>	EXHIBIT 3 – Drawings, e.g. Elevations, Plans, Sections (each labeled separately: Exhibit 3A, 3B, etc.)
<input type="checkbox"/>	EXHIBIT 4 – Shop Drawings
<input type="checkbox"/>	EXHIBIT 5 – List of Abutting Property Owners Names and Mailing Addresses (omit for in-house reviews)
<input type="checkbox"/>	EXHIBIT 6 – Financial Data (demolition proposals only)
<input type="checkbox"/>	EXHIBIT 7 – Model (new construction proposals only)
<input type="checkbox"/>	EXHIBIT 8 – Material Samples
<input type="checkbox"/>	EXHIBIT 9 – Other Information (specify):
<input type="checkbox"/>	EXHIBIT 10 – List of Expert Witnesses or Owner’s Representatives

PART IV – MISCELLANEOUS

Application Fee (\$ _____ See attached schedule for applicable fee.)

Please check any of the following statements which apply to this project:

This application is filed in response to notice from the PHDC of work done without prior approval.

This project will also require zoning variances.

One or more expert witnesses will appear at the public hearing to testify in favor of this application. A list of names, addresses and professional qualifications of witnesses is attached as Exhibit 10. (Please note that the PHDC may limit verbal testimony so that all public comment may be entered in the record in a timely fashion. Written testimony may be submitted.

An attorney, architect, contractor or other representative will appear on the applicant’s or owner’s behalf at the public hearing. The name and business address of this representative is attached as Exhibit 10.



PROVIDENCE HISTORIC DISTRICT COMMISSION

DAVID N. CICILLINE
Mayor

APPLICATION PROCEDURES

The following procedures are to be followed whenever a property owner decides to do exterior work to a property located in one of the following of Providence's local historic districts: Armory, Broadway, College Hill, Jewelry, North Elmwood, South Elmwood, Stimson Avenue. Application forms, standards and guidelines, maps and other information are available from the PHDC staff.

1. **Confirm that the property is located within a local historic district and that the proposed work will require review.** Contact the PHDC staff at 351-4300 x517.
2. **Arrange a site visit with staff to discuss the proposed work.** Consultation with PHDC staff and a site visit are recommended before filling an application.
3. **File an application for certificate of appropriateness.** Applications may be prepared by the property owner or a representative, but must be signed by the property owner. Applications must be filed in person by appointment with the PHDC staff by the published filing deadline before a scheduled PHDC meeting. The PHDC yearly meeting schedule is available at the PHDC/s website (www.providenceri.com/hdc) or from the PHDC staff. Refer to the checklists in the Standards and Guidelines to make sure all necessary information accompanies the application when it is filed. Incomplete applications cannot be reviewed and may cause delays in the review process.
4. **Staff determines if the application is complete.** If the application is complete, it is accepted for review. If the application is not complete, staff informs the applicant what additional information will be required. The official review period does not begin until the application is complete and accepted for review. Acceptance of an application does not preclude the PHDC from requesting any additional information that may help it to make a determination on the application.
5. **Staff determines how the application will be reviewed: in-house by staff or at a public hearing before the PHDC.** See the standards and guidelines for a list of work items that may be reviewed in-house by staff. If the staff finds that it cannot approve an application for work normally reviewed in-house, that application will be directed to the PHDC for review at the next available public hearing. The PHDC meets regularly on the 4th Monday of each month. Most applications will require only one hearing; however, proposals for demolition and new construction usually require more than one hearing.

(Over, please)

6. **The application is reviewed and a determination made, within 45 days of acceptance of the application.**

- a) In-house review: Staff will make a site visit to review the proposal before issuing any approval. Determinations can usually be made within 5 days of acceptance of complete application. All approvals are issued in writing.
- b) Public hearing: An agenda is mailed to applicants, owners, abutters, and PHDC members 7 days before the hearing; it lists the time and place of the hearing, and the order in which applications will be heard. Staff also prepares a written report on each application, which is distributed to PHDC members before the hearing and is available to applicants upon request. Applicants are required to attend the hearing to present the proposal to the PHDC. Public comment is taken. The testimony of applicants, owners, and other interested parties is sworn. After all testimony is received, the PHDC deliberates the proposal and makes a determination to approve as submitted, approve with conditions, or deny. (An application may also be continued to a future PHDC meeting, with the applicant's consent, if additional information is needed.) After the hearing, a written resolution describing the decision is mailed to the applicant.

7. **If the application is approved**, a Certificate of Appropriateness (CA) placard and two sets of all accompanying drawings are stamped, signed, and will be mailed to applicants or are available for pick-up from the Department of Planning and Development, 400 Westminister Street, Providence.

It is the applicant's responsibility to obtain all necessary building permits and zoning variances for the project. A copy of the CA will need to be presented at the Department of Inspections and Standards (DIS), 190 Dyer Street, Providence, for any necessary permits. Building permits for exterior work within historic districts cannot be issued until PHDC approval has been obtained.

A Certificate of Appropriateness placard must be displayed on the property where the work will occur. Certificates of Appropriateness are valid only for the work specifically approved. Any changes to the project which result from other reviews, or which are made during construction, must be brought back to the PHDC for approval prior to commencing work. Certificates are valid for 1 year, and may be extended upon request.

8. **If the application is not approved**, the decision may be appealed. Appeals of PHDC decisions are made to the Zoning Board of Appeal (which will review only whether the PHDC made a procedural error or had sufficient evidence to make its decision). Without substantial changes, a denied application may not be resubmitted for one year from the date of the decision.

9. **A permanent record of each application is retained in the PHDC's files.**



PROVIDENCE HISTORIC DISTRICT COMMISSION

DAVID N. CICILLINE
Mayor

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Please read these instructions carefully before filling out an application form. Categories accompanied by an asterisk () are REQUIRED INFORMATION, without which an application cannot be processed. If you have any questions, please contact the PHDC staff at 351-4300.*

PART I - GENERAL INFORMATION

*PROPERTY ADDRESS - Indicate the street address of the property on which exterior work is proposed. Plat and Lot numbers are available from the Assessors' office in Providence City Hall. If the property has a historic or common name (e.g., St. Mary's Church, John Brown House, Abbott Park), indicate that. Also indicate in which local historic district the property is located: Armory, Broadway, College Hill, Jewelry, North Elmwood, South Elmwood, or Stimson Avenue.

*OWNER - Indicate the name, complete mailing address and telephone number of the property owner (not the owner of a business located on the property). If the owner is an institution or corporation, or if the property is a condominium or cooperative, also indicate the name of a specific contact person. If the property is under a purchase and sale agreement, the seller is the owner and the buyer is the applicant.

*APPLICANT - If the property owner is also the applicant, indicate "same as above." If a person other than the property owner is the applicant (e.g., tenant, architect, property manager, etc.), then indicate his or her name and complete mailing address and telephone number. If the applicant is an institution or corporation, indicate the name of a specific contact person.

ARCHITECT/CONTRACTOR - If an architect or contractor is associated with the project, indicate the firm name, contact person, complete mailing address, and telephone number. It is not required to have an architect or contractor in order to file an application, but professional advice is strongly recommended, particularly for alterations and new construction.

*SIGNATURES - Signatures of both the applicant and the property owner are required. Underneath the signature, print or type the name of the person who has signed. Persons signing on behalf of an entity must have authority to do so; in cases of a condominium or cooperative, the chair or president of the association must sign as owner.

(Over, please)

PART II - DESCRIPTION OF PROPOSED WORK

*APPROVAL SOUGHT - Check either “Conceptual” or “Final.” All new construction and additions must receive conceptual approval prior to final approval. Most other projects may request final approval when the application is first filed.

*APPLICATION CATEGORY - Check as many categories as necessary to describe the scope of work. If you do not see your project among the listed categories, use the blank space to indicate it.

*WRITTEN DESCRIPTION - Fully describe the scope of work and its impact on the building. Be as specific as possible. For example, “Replace windows” does not provide as much information as “Replace 6 (six) windows on east and south elevations, first and second floors. Existing windows are wood double hung 6/6 sash with true divided lights; replacement windows will match materials, dimensions and configuration.”

PART III - DOCUMENTATION

*All applications require some level of documentation. At minimum, Exhibits 1 and 2, a completed and signed application form, and photographs (35mm or digital) of the property are always required.

What additional information may be required depends on the scope of work: use the checklists in the PHDC Standards and Guidelines to determine how much information to submit. For example, if replacing a slate roof, you may need to submit only Exhibits 1, 2, 4 and 8. If adding a porch, you might submit Exhibits 1, 2, 3 and 5.

The PHDC staff reviews each application for completeness of documentation, and may ask for further documentation if needed. The PHDC may also request additional information before making a decision at a public hearing.

PART IV - MISCELLANEOUS

Check the first box if the application is being filed in response to notice from the PHDC that work has been done without prior PHDC approval, or which is not consistent with a previous Certificate of Appropriateness.

Check the second box if the project will also require zoning variances. Zoning review usually occurs after PHDC review. Any changes to an approved project resulting from zoning review must be submitted back to the PHDC for approval.

Check the third box if an expert witness will appear at the public hearing. An expert witness is not required.

Check the fourth box if a person representing the owner or the applicant will appear at the hearing. All applications reviewed at a public hearing must be presented by the applicant, the owner, or a representative. The representative should be authorized to negotiate with the PHDC regarding any changes to the proposal. An attorney’s presence is not required.



PROVIDENCE HISTORIC DISTRICT COMMISSION

DAVID N. CICILLINE
Mayor

SCHEDULE OF APPLICATION FEES Effective 6/13/94

Under city ordinance (Chapter 1994-17, No. 320), as of June 13, 1994, filing fees will be charged for applications for Certificates of Appropriateness and Certificates of Design Approval or Waiver. Fees are set in the following categories:

- \$15.00** **Repairs, replacements in-kind, restoration** of missing or altered features based on historical, documentary, pictorial or physical evidence.
- \$30.00** **Minor Alterations**, such as awnings, fences and gates, mechanical and electrical equipment, shutters and blinds, signs, site improvements, storm/screen windows and doors, etc.
- \$60.00** **Major Alterations**, such as additions, replacements not in-kind; changes to wall materials and surfaces, window and door openings, ornamentation, roof forms or elements, porches, stairs and entryways, grade levels and foundations, storefronts, fire escapes, barrier-free access improvements and public amenities.
- \$120.00** **New construction, demolition**, including moving of structures.

Fees may be paid by check or money order, made payable to the City Collector. Cash will not be accepted.



PROVIDENCE HISTORIC DISTRICT COMMISSION

DAVID N. CICILLINE
Mayor

LIST OF ABUTTERS

When an application for a Certificate of Appropriateness is to be reviewed at a public hearing, all owners of abutting properties must be given advance written notice of the hearing and an opportunity to comment on the application. This notice is required by law. Names and addresses of abutting property owners are supplied by applicants as part of the documentation for an application. This form may be used by applicants to provide this information.

An "abutter" is any property whose lot lines touch the lot lines of the property which is the subject of the application; streets are considered common property lines. At minimum, each property has four abutters: the two lots on either side, the lot directly behind, and the lot directly across the street. Abutters of corner properties include the lots on the three opposing corners, as well as properties to the side and rear of the subject property. Large or oddly shaped lots may have several abutters to the rear, sides, or across the street. Abutting lots which lie outside the plat in which the subject property is located must also be included.

To determine your abutting properties, consult the City of Providence plat maps, available at the Department of Planning and Development (400 Westminster Street; telephone 351-4300) or the City Tax Assessor's Office (City Hall, 25 Dorrance Street; 421-7440). Names and complete mailing addresses of abutters are to be taken from the most current records of the Tax Assessor and listed below; use additional sheets if necessary.

PLEASE PRINT OR TYPE

PROPERTY ADDRESS: _____ PLAT/LOT: _____

APPLICANT: _____ DISTRICT: _____

ABUTTERS:

<u>Plat/Lot</u>	<u>Street Address</u>	<u>Owner Name and Address (include town, state, zip code)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Plat/Lot</u>	<u>Street Address</u>	<u>Owner Name and Address (include town, state, zip code)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I confirm that to the best of my knowledge, this list includes all abutting properties affected by this application, and the owner information is derived from the most current records of the City Tax Assessor.

Applicant Signature

Date



PROVIDENCE HISTORIC DISTRICT COMMISSION

DAVID N. CICILLINE
Mayor

ABUTTER WAIVER FOR PROPOSED FENCE ON INTERIOR LOT LINE

The Providence Historic District Commission regulates all exterior work to buildings, structures and appurtenances located within the city's seven designated local historic districts. In cases where installation or alteration of a fence along an interior lot line is proposed, the PHDC requires that the applicant for a Certificate of Appropriateness inform all affected abutting property owners of the proposal and obtain their approval of the proposed location, design and height of the fence, by signing where indicated below.

For the purposes of this notification only, an "abutter" is a property whose lot lines touch the side or rear lot lines of the property where the work will occur. Abutting properties should be identified using the official city plat maps, available at the Department of Planning and Development (400 Westminster Street; telephone 351-4300) or the City Tax Assessor's Office (City Hall, 25 Dorrance Street; telephone 421-7440). TDD for all city departments is 751-0203. Owner names are derived from the most current records of the City Tax Assessor.

Abutters who object to the proposal may attempt to work out a solution with the applicant; otherwise, the application will be scheduled for the next available public hearing so that comments may be heard. Comments may or may not influence the PHDC's decision on the application.

PLEASE PRINT OR TYPE

PROPERTY ADDRESS: _____ PLAT/LOT: _____ DISTRICT: _____

APPLICANT or OWNER
NAME AND ADDRESS: _____

We, the undersigned, have reviewed the proposal to construct or alter a fence along an interior lot line of the above referenced property. By signing this form, we understand that we are expressing approval of the proposed height, design and location of said fence. (Attach additional pages if necessary.)

<u>Plat/Lot</u>	<u>Address</u>	<u>Owner Name (Print)</u>	<u>Signature and Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I confirm that to the best of my knowledge, the above list includes all abutting properties affected by this application, and the names of the owners are derived from the most current records of the City Tax Assessor.

Applicant or Property Owner Signature

Date