



**PLANNING DEPARTMENT**  
**Town of Durham**  
8 Newmarket Road  
Durham, NH 03824-2898  
Phone (603) 868-8064  
[www.ci.durham.nh.us](http://www.ci.durham.nh.us)

## **M E M O R A N D U M**

**TO:** Applicants for review by the **Historic District Commission**

**FROM:** Michael Behrendt, Durham Town Planner

**DATE:** October 2019

**SUBJ:** **Submission Requirements and Review Process for HDC Applications**

---

We appreciate your interest in developing or making changes to your historic property in the Town of Durham and would like to make the application process as simple and pleasant for you as possible. Please review this memorandum carefully and feel free to contact me with any questions or concerns. You can reach me (603) 868-8064 or at [mbehrendt@ci.durham.nh.us](mailto:mbehrendt@ci.durham.nh.us).

Please review this Historic District brochure for general information at this link:  
[https://www.ci.durham.nh.us/sites/default/files/fileattachments/historic\\_district/heritage\\_commission/page/15271/historic\\_district\\_brochure.pdf](https://www.ci.durham.nh.us/sites/default/files/fileattachments/historic_district/heritage_commission/page/15271/historic_district_brochure.pdf).

You can review the Historic District Ordinance at this link:  
[https://www.ci.durham.nh.us/boc\\_historic/durham-zoning-ordinance-article-xvii-historic-overlay-district](https://www.ci.durham.nh.us/boc_historic/durham-zoning-ordinance-article-xvii-historic-overlay-district).

Here is other information about the Historic District on the Town's website, including the application forms: [https://www.ci.durham.nh.us/boc\\_historic](https://www.ci.durham.nh.us/boc_historic).

### **Meetings and Deadlines**

The Historic District Commission (HDC) meets on the first Thursday of every month at 7:00 p.m. in Council Chambers in Durham Town Hall. The deadline for applications is the Monday of the prior week.

### **Application Package**

The applicant must submit all of the following items. These items may be submitted as hard copies or electronically via email.

- 1) Application. Submit a completed application form.

- 2) Elevation drawings. This is needed for new buildings, additions, and alterations and for any pertinent details.
- 3) Site plans. A site plan drawn to scale is needed if there are any proposed changes to the site.
- 4) Details. Provide drawings and/or manufacturer's cut sheets of any pertinent elements.
- 5) Samples. Provide samples or swatches of proposed colors and materials.
- 6) Other items. Provide information or drawings of any other pertinent elements. The HDC may require submission of any additional information needed to review the application.
- 7) Fees. There are no fees for applications to the HDC.

## **Review Process**

Attending the meeting. The applicant or an authorized representative of the applicant must attend the HDC meeting to present the application and answer any questions.

Timeframe. The HDC seeks to take action at the first meeting if everything is in order. On larger or more complex applications or where questions and issues remain the HDC may continue the review to one or more subsequent meetings.

Site walks. The HDC may schedule a site walk when it deems appropriate.

Public hearing. There is no public hearing for most HDC applications; however the HDC may schedule one when it deems appropriate.

Commencing work. Work may not begin on the project until approval from the HDC has been granted. The building permit will not be issued until the HDC has approved the project.

Execution. The project must be built and executed exactly as approved by the HDC. If your plans change please notify me. Some minor changes may be approvable administratively.

Appeals. Any party who is aggrieved by a decision of the HDC may appeal the decision to the Durham Zoning Board of Adjustment provided the appeal is filed within 30 calendar days of the commission's decision.

## **Elements Subject to Review**

Review and approval by the HDC is required for the following work. See the Historic District Ordinance for more details. If you believe that your proposed work is not subject to review please be sure to contact me so that we can make a determination.

- Architecture and structures. Modifications to the exterior architectural appearance of the property including erection of new structures, additions or alterations to existing structures, demolition of existing structures or portions of existing structures, or moving any structure.

- Installation of pavement or other impervious or semi-impervious material on the ground or establishment of any parking or driveway area.
- Signage including sandwich board signs, but excluding temporary signs.
- Freestanding lighting structures.
- Walls and fences.
- Installation of new roofing material where the material, form, or color will change significantly.
- Building and ground-mounted utilities and roof penetrations that would be visible from a public street within the Historic District.
- Removal of any healthy tree with a diameter of 12” or more.
- Any substantial change in topography.