



**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)

**HISTORIC DISTRICT COMMISSION**

***Application for Certificate of Approval***

Date: \_\_\_\_\_

**Property information**

Property address/location: \_\_\_\_\_

Tax map and lot #: \_\_\_\_\_; (Old tax map and lot # \_\_\_\_\_)

Date of building, if known: \_\_\_\_\_

Name of project (if applicable): \_\_\_\_\_

**Property owner**

Name (include name of individual): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email address: \_\_\_\_\_

**Applicant** (if different from property owner)

Name (include name of individual): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email address: \_\_\_\_\_

**Architect/Designer** (if applicable)

Name (include name of individual): \_\_\_\_\_

Professional Designation: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email address: \_\_\_\_\_

**Contractor** (if applicable)

Name (include name of individual): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email address: \_\_\_\_\_

(over)

**Proposed activity** (check all that apply)

New building/structure: \_\_\_\_\_ Addition onto existing building/structure: \_\_\_\_\_

Alterations to existing building: \_\_\_\_\_ Demolition: \_\_\_\_\_ Signage: \_\_\_\_\_

Site development (other structures, parking, utilities, etc.): \_\_\_\_\_ Change of use: \_\_\_\_\_

Wall or fence: \_\_\_\_\_ Removal of tree(s): \_\_\_\_\_

Describe project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed starting date: \_\_\_\_\_

**Submission of materials**

The following materials must be submitted with this application. Please check off each item:

Elevation drawings. Submit for the building and any pertinent details: \_\_\_\_\_

Site plans. Submit if any changes are proposed to the site: \_\_\_\_\_

Details. Provide drawings/cut sheets of any pertinent elements: \_\_\_\_\_

Samples. Provide samples or swatches of proposed colors and materials: \_\_\_\_\_

Other items. Provide information or drawings of any other pertinent elements: \_\_\_\_\_

**Submission of application**

This application must be signed by the property owner.

*I hereby submit this application to the Town of Durham Historic District Commission pursuant to the Historic District Ordinance and attest to the best of my knowledge that all of the information on this application and in the accompanying materials is true and accurate.*

Name of Property Owner: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I authorize and designate \_\_\_\_\_,  
*attorney or developer or architect/designer or contractor or agent (circle all that apply), to represent me in all matters related to this application.*

*The applicant or a representative must attend the HDC meeting to present the application and answer any questions. If nobody attends the meeting then the HDC may not take action on the application.*