



City of Keene, NH

# Historic District Commission (HDC) Major Project Application

If you have questions about how to complete this form, please call: (603) 352-5440 or email: [communitydevelopment@keenenh.gov](mailto:communitydevelopment@keenenh.gov)

## SECTION 1: PROJECT INFORMATION

**PROJECT NAME:**

**PROJECT ADDRESS(ES):**

## SECTION 2: CONTACT INFORMATION

**PROPERTY OWNER**

**APPLICANT**

**NAME/COMPANY:**

**NAME/COMPANY:**

**MAILING ADDRESS:**

**MAILING ADDRESS:**

**PHONE:**

**PHONE:**

**EMAIL:**

**EMAIL:**

**SIGNATURE:**

**SIGNATURE:**

**PRINTED NAME:**

**PRINTED NAME:**

**AUTHORIZED AGENT**  
(if different than Owner/Applicant)

**FOR OFFICE USE ONLY:**

**NAME/COMPANY:**

**TAX MAP PARCEL #(s):**

**MAILING ADDRESS:**

**PHONE:**

**PARCEL SIZE:**

**DATE STAMP:**

**EMAIL:**

**ZONING DISTRICT:**

**SIGNATURE:**

**RESOURCE RANKING:**

**PRINTED NAME:**

**PROJECT #:**

## SECTION 3: APPLICATION SUBMISSION REQUIREMENTS

**A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING ITEMS AND MUST BE SUBMITTED BY ONE OF THE OPTIONS BELOW:**

- **Email:** communitydevelopment@keeneh.gov, with “Historic District Commission” in the subject line
- **Mail / Hand Deliver:** Community Development (4th Floor), Keene City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for Historic District Commission applications are outlined further in **Article 21** and **Article 25.15** of the [Land Development Code \(LDC\)](#). You may request an exemption from providing any of the items below, except the application fee and narrative. The Community Development Director may grant an exemption, if it is determined that the scope of the project does not warrant the submittal.

*Note: Additional information may be requested by the respective decision-making authority during the review process.*

### GENERAL SUBMITTAL REQUIREMENTS

**CERTIFIED NOTICE LIST** (See **Attachment A** for more information.)

**2 SETS OF MAILING LABELS** (See **Attachment A** for more information.)

**PROJECT NARRATIVE** (See **Section 1 of Attachment B** for more information.)

**FEES:** Fill in the information below to calculate the total fee.

- \$50 base fee
- \$62 legal ad fee
- \_\_\_\_\_ current USPS certified mailing rate x \_\_\_\_\_ abutters
- = \_\_\_\_\_ **(TOTAL FEE)**

**NOTE:** Please call the Community Development Department for the current certified mailing rate. Checks should be made payable to the *City of Keene*. Credit card payments are accepted in-person or by calling 603-352-5440.

**WAIVERS** (See **Section 2 of Attachment B** for additional information.)

- WAIVER(S) REQUESTED**
- NO WAIVER(S) REQUESTED**

### ADDITIONAL SUBMITTAL REQUIREMENTS (See Attachment C for additional information.)

SUBMITTED

EXEMPTION  
REQUESTED

**PRODUCT SPECIFICATION SHEETS**

**SAMPLES OF MORTAR AND/OR BRICK**

**COLOR REPRESENTATIONS, SIMULATIONS, OR RENDERINGS**

**PHOTOGRAPHS, RENDERINGS, AND/OR LINE SKETCHES**

**EXISTING CONDITIONS PLAN**

**PROPOSED CONDITIONS PLAN:**

**ELEVATIONS:**

# Community Development Department Certified Notice List



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Per Article 25.2.4 of the [Land Development Code \(LDC\)](#) and in accordance with state law, certain Zoning Board of Adjustment (ZBA), Planning Board, and Historic District Commission (HDC) applications require mailed notice.

The lists below outline the information that needs to be included on a notice list and mailing labels for applications submitted to the Community Development Department.

Instructions for creating a notice list for Planning Board and Zoning Board of Adjustment applications can be found on the [City of Keene's YouTube channel](#).

**The following parties are required to be noticed as part of the application process:**

- Property owner
- Project applicant
- Authorized agent (if applicable)
- All direct property abutters (including those across water bodies and roads), as well as all properties within 200-ft of the subject parcel
- Every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plan
- Holders of conservation, preservation, or agricultural preservation restrictions on the property

*\*Note: Only direct abutters must be noticed as part of HDC applications.*

**For these applications, the following items must be submitted:**

- A list of all persons entitled to notice
- 2 sets of mailing labels
- Notice certification form
- Mailing fee (current USPS certified mailing rate\* x number of abutters)

*\*Please call the Community Development Department for the current certified mailing rate.*

**The notice list shall include the following information:**

- Property owner's name
- Property owner's mailing address
- Property owner's street address,
- The tax map parcel (TMP) number(s) (15-digit number)

**The mailing labels shall include the following information:**

- Property owner's name
- Property owner's mailing address
- The tax map parcel (TMP) number(s)

The City of Keene's [GIS Database](https://next.axisgis.com/KeeneNH/#) (<https://next.axisgis.com/KeeneNH/#>) can be used to generate an abutters list and mailing labels.

**PLEASE MAKE SURE THAT ALL PARTIES INCLUDED ON THE NOTICE LIST ARE ALSO INCLUDED ON THE MAILING LABELS.**

### CERTIFICATION OF ACCURACY

By signing below, you are certifying that the submitted notice list is accurate and true to the best of your ability and that per **Article 25.2.4.A.3** of the LDC, the notice list is current to within 10 days of the application submittal.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



## ATTACHMENT B

### SECTION 1: PROJECT NARRATIVE INSTRUCTIONS

A written narrative addressing the criteria in **Article 25.15.5.A** of the [LDC](#) is required for a complete application.

Below is a checklist of the items that must be included as part of this narrative:

- A description of the type, scale, and scope of the proposal.
- Description of the existing and proposed uses.
- An explanation of how the proposal complies with the applicable standards in the Historic District Regulations in Article 21 of the Land Development Code.

### SECTION 2: WAIVER REQUEST INSTRUCTIONS

Per **Article 25.15.13** of the [Land Development Code \(LDC\)](#), Applicants may request a waiver from strict compliance with specific provisions of the Historic District Regulations in **Article 21** of the LDC.

**Any waiver request must be in writing, and must cite the specific regulation or standard a waiver is requested from and the reason(s) it cannot be met. In addition, the waiver request should address the waiver criteria below.**

**PLEASE SUBMIT A SEPARATE WAIVER REQUEST FOR EACH STANDARD THAT YOU ARE REQUESTING A WAIVER FROM.**

#### **WAIVER CRITERIA:**

1. Strict application of these regulations would result in a particular and exceptional difficulty or undue hardship upon the owner of the affected property; and
2. An alternative design or materials meets the design objectives stated in the Historic District Regulations of this LDC equally well or better than would strict compliance with these regulations; and
3. The waiver may be granted without substantial detriment to the intent of the Historic District Regulations and the public good.

### ADDITIONAL SUBMITTAL REQUIREMENTS

**PRODUCT SPECIFICATION SHEETS:** Manufacturer specifications (i.e. cut-sheets) shall be submitted for any proposed building materials, exterior lighting fixtures, windows and doors, cleaning products, mechanical equipment or other site elements (e.g. benches, railings). The applicant shall specify the proposed type, color and finish, if applicable, and if missing from the manufacturer specifications.

**SAMPLES OF MORTAR AND/OR BRICK:** Samples of mortar and/or brick may be required if the proposed project includes new or replacement mortar and/or brick.

**COLOR REPRESENTATIONS, SIMULATIONS, OR RENDERINGS:** Color representations, simulations, or renderings of a proposed development may be required by the Community Development Director, or their designee, or the Historic District Commission during the review process.

**PHOTOGRAPHS, RENDERINGS, AND/OR LINE SKETCHES:** Photographs, renderings, and/or line sketches may need to be submitted to visually demonstrate the scale, massing, and visual appearance of neighboring structures.

**EXISTING CONDITIONS PLAN:** An existing conditions plan at a maximum scale of 1-in = 50-ft should be submitted showing all parcels affected by the proposal, and should depict the following information.

1. Owner names and tax map parcel numbers for all direct abutters.
2. Boundaries and acreage of the existing lot(s) subject to review.
3. Location of any public streets, rights-of-way, and easements.
4. Location of existing structures, site features (e.g. fences, walls, ground mounted equipment, utilities, etc.), driveways, parking areas, and wooded or vegetated areas on the subject property.

**PROPOSED CONDITIONS PLAN:** A proposed conditions plan at a maximum scale of 1-in = 50-ft should be submitted showing all parcels affected by the proposal, and should depict the following information.

1. Owner names and tax map parcel numbers for all direct abutters.
2. Boundaries and acreage of the lot(s) subject to review.
3. Location of any existing structures or site features, driveways, parking area, wooded or vegetated areas, public streets, rights-of-way, and easements that are displayed on the existing conditions plan, which will not be altered or relocated.
4. The location of proposed structures and site features, driveways, parking areas, public streets, rights-of-way, easements, and landscaping.

**ELEVATIONS:** Elevations should be drawn at a maximum scale of ¼-in = 1-ft and should show the visual appearance and architectural details of all proposed structures, as well as any portions of the existing structure proposed for demolition or removal. Such drawings shall include proposed façade height and length dimensions, construction materials, finishes, and colors clearly labeled. Landscaping should not be included on elevations.

**NOTE:** Please submit 2 copies of the plans and elevations on 22"x34" or larger paper and an electronic PDF version of the file.