

**HISTORIC DISTRICT COMMISSION**  
Town of Harrisville  
705 Chesham Road, Harrisville, NH 03450  
(603) 827-3431 [selectboard@harrisvillenh.org](mailto:selectboard@harrisvillenh.org)

*RSA 674:45 As expressed in state law, the preservation of cultural resources, and particularly of structures and places of historical, architectural and community value, is a public purpose.*

**APPLICATION**

Property Address \_\_\_\_\_ Town Tax Map Number \_\_\_\_\_  
Property Owner's Name \_\_\_\_\_  
Agent's Name (with authorization by owner) \_\_\_\_\_

I/We \_\_\_\_\_, do hereby state that I/we plan to perform the following to the property located within the bounds of the Historic District:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(For more space use separate paper)

1. The proposed work may be described as an \_\_\_ Alteration \_\_\_ New Construction \_\_\_ Repair \_\_\_ Addition/Expansion (increase in sq. footage/footprint) \_\_\_ Demolition/Removal \_\_\_ Other \_\_\_\_\_
2. To the best of your knowledge, does the proposed work or change conform to relevant local and state laws, regulations and ordinances? \_\_\_ If not please explain on separate paper.
3. Does the proposed work or change require a Building Permit? \_\_\_\_\_
4. Does the proposed work or change require approval from other Town Boards or departments? \_\_\_  
If yes, which ones: \_\_\_\_\_
5. Approximate starting date: \_\_\_\_\_ Proposed completion date: \_\_\_\_\_
6. The contractor for the proposed work is: \_\_\_\_\_
7. Does your property have deed covenants placed upon it by Historic Harrisville? \_\_\_\_\_
8. **Recent photographs** of existing buildings/land to which proposed changes will occur.
9. **Please provide details regarding materials to be used, dimensions, and any manufacturer's specifications. Be as descriptive as possible. CAD 3-D models or manufacturer's samples welcome.** Attach additional sheet.
10. **Scale drawings** to include **elevations, perimeter, & floor plans** when applicable, any descriptive supporting literature (ie: door and window style, etc). **Please include dimensions for clarity.**
11. A current list of all the **property abutters** and their addresses verified by the Town Office using a **100 ft radius** perimeter.
12. A **check for \$25** payable to the **Town of Harrisville** for the application fee. A final payment for public noticing to be collected later prior to the final decision by the HDC.
13. Mail or submit application to: HDC 705 Chesham Road Harrisville, NH 03450.
14. The application will not be filed if it is deemed incomplete.
15. Applicant or agent for the applicant must be present for all site visits and public meetings held at the town hall.

I/We understand that the Commission has forty-five (45) calendar days from the date that this application is deemed complete and filed for the HDC Board to approve or deny this proposal.

Signature(s) \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ email \_\_\_\_\_  
(Home Phone) \_\_\_\_\_ (Cell/Business) \_\_\_\_\_ State/Zip: \_\_\_\_\_

REVERSE SIDE OF FORM

-----**For HDC & Town use only**-----

- Date submitted: \_\_\_\_\_
- HDC Application # \_\_\_\_\_
- HDC Property # \_\_\_\_\_
- Date accepted as complete and filed: \_\_\_\_\_
- Photographs/Drawings enclosed? \_\_\_\_\_
- Date of scheduled HDC Public Hearing (if applicable) \_\_\_\_\_
- Building permit required? \_\_\_\_\_
- List of abutters complete? \_\_\_\_\_
- \$25 Application fee + Public Noticing fees \_\_\_\_\_ = Total fees collected \_\_\_\_\_
- Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Copy Sent to Building Inspector \_\_\_\_\_

**Explanation of the Forty Five (45) Day Application Procedure (RSA 676:9)**

- The application is submitted to the Secretary of the Select Board for the Town of Harrisville.
- An HDC member has 5 working days to review the application to check that it contains all the required information and is complete.
- Once the application is deemed complete, the application is considered filed and the Commission has 45 calendar days to seek all the information that it needs to hold a hearing and make its decision.
- If the application is incomplete, the HDC will notify the applicant immediately in writing with a full explanation of the specific information that is required.
- The 45 day clock does not begin until the application is deemed complete and filed with the HDC.
- The 45 day clock may be extended if the applicant agrees to a longer period of time.
- If the commission does not file its decision within the specified time period, it constitutes approval of the project by the commission.

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**HDC WAIVER Form**  
RSA: 674:48

Town Tax Map Number: \_\_\_\_\_  
Name/Owner \_\_\_\_\_  
Agent's Name (with authorization by owner) \_\_\_\_\_  
Property Address/Location: \_\_\_\_\_

*The Harrisville Historic District Commission will allow certain modifications to a registered Historic District home without pursuing a formal board meeting and abutter notification process when both of the following conditions are met:*

1. Those modifications or additions that *do not alter the historic character of the building, structure or site.*
2. Replacement of building materials with similar products in composition and appearance

NOTE: The installation of modern utilities such as propane tanks or satellite reception dishes may be waived providing that their location does not significantly impact the historical character of the structure, home or site where these attachments can be viewed by the general public.

COMMENTS by HDC Board Member(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STEPS THAT STILL MUST ALSO BE COMPLETED:

- \$25 dollar application fee has been received \_\_\_\_\_
- A list of all abutters within a 100' radius and verified by the Town Office. This is for reference only. \_\_\_\_\_
- Review and signature of two current Historic District Commission members

WAIVER ISSUED \_\_\_\_\_ \$25 Application Received \_\_\_\_\_ List of abutters enclosed \_\_\_\_\_

HDC Member Signature \_\_\_\_\_ Date \_\_\_\_\_

HDC Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Rev: 28 August 2019

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**CERTIFICATE of APPROVAL**

Property Address \_\_\_\_\_ Town Tax Map Number: \_\_\_\_\_  
Property Owner's Name \_\_\_\_\_  
Agent's Name (with authorization by owner) \_\_\_\_\_

This application has been:

\_\_\_\_\_ Approved as filed  
\_\_\_\_\_ Approved with the following conditions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

HDC Chairperson  
Signature \_\_\_\_\_ Date \_\_\_\_\_

*Should the work to be done require a Building **Permit**, the conditions of this approval will accompany the Building Permit Application.*

Reference: RSA 676:8.III

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**NOTICE of DISAPPROVAL**

Property Address \_\_\_\_\_ Town Tax Map Number: \_\_\_\_\_  
Property Owner's Name \_\_\_\_\_  
Agent's Name (with authorization by owner) \_\_\_\_\_

This application has been:

\_\_\_\_\_ Disapproved for the following reasons:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

HDC Chairperson

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

Reference: RSA 676:8.III

Rev: 28 August 2019