

# HISTORIC DISTRICT COMMISSION

Town of Harrisville  
705 Chesham Road, Harrisville, NH 03450  
(603) 827-3431 [townhall@harrisvillenh.org](mailto:townhall@harrisvillenh.org)

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

## APPLICATION

### PLEASE NOTE

**ALL APPLICATIONS MUST BE FILED 18 CALENDAR DAYS BEFORE THE NEXT SCHEDULED HDC MEETING**

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. Does the property have a Historic Harrisville Inc. deed covenant? \_\_\_\_\_
2. If yes, has an Application for Environmental Change been submitted and approved? \_\_\_\_\_
3. The proposed work may be described as an \_\_\_\_\_ Alteration \_\_\_\_\_ New Construction \_\_\_\_\_ Repair \_\_\_\_\_ Addition/Expansion (increase in sq. footage/footprint) \_\_\_\_\_ Demolition/Removal \_\_\_\_\_ Other \_\_\_\_\_
4. 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.
5. Does the proposed work or change require a Building Permit? \_\_\_\_\_
6. Does the proposed work or change require approval from other Town Boards or departments? \_\_\_\_\_  
If yes, which ones: \_\_\_\_\_
7. Approximate starting date: \_\_\_\_\_ Proposed completion date: \_\_\_\_\_
8. The contractor for the proposed work is: \_\_\_\_\_
9. **Recent photographs** of existing buildings/land to which proposed changes will occur.
10. **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.
11. **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.**
12. The Secretary for the Selectboard will provide a current list of all the **property abutters** and their addresses using a **100 ft radius** perimeter.
13. 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.
14. Mail or submit application to: HDC 705 Chesham Road Harrisville, NH 03450.
15. The application will not be filed if it is deemed incomplete.
16. 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 # \_\_\_\_\_
- Accepted as complete and filed by \_\_\_\_\_ Date \_\_\_\_\_
- Photographs/Drawings enclosed? \_\_\_\_\_
- Date of scheduled HDC Public Hearing (if applicable) \_\_\_\_\_
- Building permit required? \_\_\_\_\_
- List of abutters complete? \_\_\_\_\_
- \$25 Application fee Collected? \_\_\_\_\_
- Public Noticing fees \_\_\_\_\_ Total fees collected \_\_\_\_\_
- Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Copy Sent to Building Inspector \_\_\_\_\_
- HHI Covenant Property: Application for Environmental Change approved? \_\_\_\_\_

**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 during normal business hours. The deadline shall be 18 calendar days prior to the date of the next scheduled HDC meeting.
- Meetings are held on the 4<sup>th</sup> Tuesday of every month at the Town Hall at 7pm.
- The Application Reviewer, 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.