



TOWN OF SOUTH KINGSTOWN

Planning Department

180 High Street
Wakefield, RI 02879
401-789-9331 (ext.1244)

HISTORIC DISTRICT COMMISSION

Instructions for Application for Certificate of Appropriateness

1. Before completing your application, please review the South Kingstown “Historic Preservation Standards & Guidelines,” found in the Kingston Historic District Homeowner’s Guidebook. (*Available online at: <http://www.southkingstownri.com/313/Historic-District-Commission>*) **Note:** You will need to reference the Standards & Guidelines in order to complete your application.
2. All applications must include:
 - a. A completed and signed COA Application Form;
 - b. A project narrative, describing the proposed project. (*See ¶ 2. on reverse.*)
 - c. Elevation photos (*printed and digital*) showing the condition of the existing structures on the property. (*See ¶ 3.a. on reverse.*)
3. All applications except Pre-Application Meetings (*see ¶ 1. on reverse*) must also include:
 - a. The appropriate Application Checklist(s) required for the project, completed and signed;
 - b. All supplemental materials required by the checklist(s);
 - c. All project-specific photos (*printed and digital*) required by the checklists(s). (*See ¶ 3.b. on reverse.*)
4. All applications and supporting materials must be submitted to the South Kingstown Planning Department in both hard-copy and electronic (PDF) formats. (*Contact the Planning Department for instructions about uploading electronic documents that cannot be emailed.*)
5. The “date of application” initiating the Historic District Commission’s (“HDC’s”) statutory review period under RIGL § 45-24.1-7 is the date on which the hard-copy application is received by the Planning Department.
6. Upon receipt by the Planning Department, staff will review the application for completeness and notify the applicant in writing whether the application is complete or incomplete.
7. In order to allow for proper staff review, potential incompleteness issues, the proper posting of agendas, and circulation of application materials to HDC members, applications must be submitted at least three (3) weeks before the next scheduled meeting. Applicants submitting incomplete applications (*e.g., improperly completed, unsigned, or missing required materials or information*) will receive a Notice of Incompleteness (“NOI”) explaining why the application is not complete and providing the applicant an opportunity to make the necessary corrections. The issuance of a NOI suspends the statutory review period under RIGL § 45-24.1-7. The statutory review period will restart when the required corrections or materials are submitted to the Planning Department.
8. Once the application is deemed complete, it will be placed on an agenda for hearing. All applications must be deemed complete at least 10 days before hearing. The HDC typically meets monthly; check the Town’s on-line calendar for upcoming meeting dates.

See Reverse for Additional Information & Instructions on Supplemental Materials

ADDITIONAL INFORMATION & INSTRUCTIONS FOR SUPPLEMENTAL MATERIALS

1. Pre-Application Meetings: Pre-Application Meetings are discussion-only, advisory meetings to help future applicants with projects in the historic district. No decision-making actions are taken by the HDC.

2. Project Narratives: A written statement describing the project *and* explaining how it meets the applicable Standards & Guidelines identified in the application. Different applications require different levels of detail:

- *Pre-Application Narrative* – Provide a conceptual description of the proposed project with sufficient detail to promote an informed discussion with the HDC about what you want to do and the Standards & Guidelines applicable to the project. The more detail that is provided, the more productive the discussion will be. Engineered plans or architectural drawings are not required, but visual aids like concept sketches, photos of examples, product literature ... etc., provide helpful information.
- *Routine Maintenance Narrative* – Identify the specific architectural elements proposed for maintenance/repair, provide a detailed description of existing conditions, damage, or deterioration, and describe how the proposed project complies with the applicable Standards & Guidelines. If replacement of existing architectural elements is proposed, explain why repair is not feasible and provide detailed building material information as described below. (*Note - The replacement of significant architectural features or the use of non-original exterior materials may not be considered “routine” and may require a different application.*)
- *Other Application Narratives* – Provide a full scope-of-work for the proposed project, including: a description of the existing conditions, detailed information about all proposed alterations and how they interact with the Standards & Guidelines.

3. Photographs: Two (2) sets of photos may be required based on your application type:

- *Elevation Photos:* A set (*4 photos minimum*) of elevation photos documenting the appearance of each side of the principal building, plus one photo each of all out-buildings (barns, sheds, garages ...).
- *Project-Specific Photos:* See the application checklist(s) for the requirements for your project.

All photographs must be quality-resolution, color images. Printed images submitted with hard-copy applications must be printed as full-page (8x10) images and appear clear and sharp. Digital images submitted with the electronic application must be in a recognized photo format (e.g. JPG, PNG, TIFF) with a minimum resolution of six megapixels (6 MP / 2000x3000 pixels) and a maximum resolution of ten megapixels (10 MP).

4. Maps & Drawings: Maps and aerial imagery required on the application checklists are available through the Town’s online WebGIS service at: <https://gishost.cdmsmithgis.com/webgis/>. (*Please contact the Planning Department if you require assistance using the WebGIS.*)

All drawings other than concept sketches shall be drawn to scale with the scale clearly stated on the drawing. HDC approval is required before applying for building permits. Once approved by the HDC, all project plans, maps and drawings will be signed and stamped by the HDC and transmitted to the Building Official for review as part of any building permit application. Any subsequent changes may require further action by the HDC.

5. Building Material Information: Projects involving new construction or replacement of exterior architectural elements (e.g., doors, windows, shutters downspouts, gutters, siding, trim, etc.) shall provide information about the proposed new building materials, including: manufacturer’s product literature, spec-sheets, cut-sheets, and building supply quotes specifying the dimensions, profile, material of construction and other information necessary for the HDC to evaluate the compatibility of the project’s new materials with the existing historic materials. Where materials require custom craftsmanship to replicate existing historic architectural features (e.g., molding profiles, ornamentation, or other historic architectural features), please provide the name and summary of experience of the respective craftsman.