

APPLICATION FORM

The following procedures should be followed by a property owner whenever exterior work to a property located within the Kingston Historic District overlay zone is contemplated or proposed. Application forms, maps, and other review information are available at www.southkingstownri.com/town-government/boards-commissions/36 or from the Town of South Kingstown Planning Department at Town Hall, 180 High Street, Wakefield, RI 02879.

NOTE: Not all application requirements described below may be applicable to your project. The application process is intended to be flexible depending upon the scale and type of work being proposed and you should contact the Town Planning Department to determine an appropriate level of information required.

1. **CONSULT** with the staff person in the Town Planning Department to discuss your proposed project before filing and application. This will help ensure you become familiar with the review criteria of the South Kingstown Historic District Commission (SKHDC) and that your application provides the appropriate level of information. It is recommended that applicants make an appointment by calling (401) 789-9331 (ext. 1244) at least two (2) weeks prior to submitting an application.
2. **CONFIRM** that the property is located within the Kingston Historic District overlay zone and that the proposed work will require review. Obtain your property's plat and lot from www.visionappraisal.com or from the Town's Tax Assessor or Planning Department, both located at the South Kingstown Town Hall. Plat maps are available on the Town's Geographic Information System on the Town's website www.southkingstownri.com
3. **READ** and understand the HDC's standards and guidelines for review, which can be obtained from the Town's Planning Department and from the Town's website. These guidelines are included in the Kingston Historic District Homeowner's Guidebook.
4. **COMPLETE** and file your HDC Application. The application may be for a "Certificate of Appropriateness" (proposed project requiring SKHDC approval), "Routine Maintenance" (proposed project requiring staff approval), or a "Pre-application Consultation" (informal discussion of project).. The deadline for submission of completed applications is the 15th day of each month; this will trigger staff to schedule an SKHDC review meeting for the following month (typically the first Tuesday of the month). Applications may be prepared by property owners or their representatives; however, the property owner must sign the application. Incomplete or illegible applications will be returned to the applicant within seven (7) days of receipt in the Planning Department.
5. **ATTEND THE REVIEW MEETING.** Regularly-scheduled HDC meetings are held at the South Kingstown Town Hall, 180 High Street, Wakefield, R.I. and are publicly-posted and legally advertised no less than seven (7) days before the meeting date. Applicants will receive a letter confirming the time and date of the meeting. Applicants, or their authorized representatives, should attend the HDC meeting to represent their application.
6. **CERTIFICATE OF APPROPRIATENESS.** If an HDC application is approved, a Certificate of Appropriateness (COA) is issued to the property owner in the form of a letter and a certificate (to be posted with the building permit on the property), along with original stamped and signed plans attesting to HDC approval. If a building permit is required for the project, these original plans must be attached to the building permit application. Applicants who receive HDC approval must follow approved plans or face possible legal action by the Town. Failure to follow approved plans may delay or prevent the issuance of other permits or certificates of occupancy, or may result in zoning code violations.

If a COA is denied, or approved with conditions that an applicant finds to be onerous, the HDC decision may be appealed. Appeals of HDC decisions are made to the Zoning Board of Review, which reviews only whether the HDC made a procedural error or had sufficient evidence to make its decision. Without substantial changes, a denied application may not be resubmitted to the HDC for one (1) year from the date of the original HDC denial/decision.

COA's are only valid for the work that was specifically approved by the HDC and are valid for one (1) year. Any changes to a project (including alterations required by other reviews such as zoning, RIDEM, or unanticipated circumstances during construction) must be brought back to the HDC for approval prior to commencing or continuing any work. In some instances, Certificates of Appropriateness may be extended, upon written request, prior to the expiration of a valid Certificate. It is the applicant's responsibility to obtain all necessary building permits, development permits from other agencies, and zoning variances for any project.

Date received by the Planning Department: _____ Date certified as complete: _____

APPLICATION Type (check One):

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Routine maintenance

Pre-application Consultation with SKHDC

PART I - GENERAL INFORMATION

PROPERTY ADDRESS: _____

Plat/Lot:

Property Name (if any, including historic):

Original Date of Construction:

OWNER/APPLICANT (Legal Owner of record): _____

Telephone:

Email:

Mailing Address: _____

Permission for SKHDC members and Town staff to visit the property (exterior only) when they are able to do so is hereby granted by the property owner with the signing of this application form.

If alternative arrangements to visit the property are required by the property owner, please provide an explanation here:

PART II - ADDITIONAL INFORMATION

The property is in condominium ownership. Proof of board or association approval must be attached.

This application is filed in response to a violation notice.

This application is a modification of plans previously-approved (date(s) _____) by the HDC.

This project requires other approvals, as follows: Zoning ___ Subdivision ___ Other (describe):

_____ Application attached _____

This project is a R.I. tax credit project, or a Federal Historic Rehabilitation Tax Credit project (attach appropriate tax credit application describing approved work). Tax credit project plans (Part II) should be approved by the RI Historical Preservation and Heritage Commission prior to submission for a COA.

PART III - SUMMARY OF PROPOSED WORK.

Describe in summary form all proposed exterior alterations to the subject property here, including types of materials to be used. Please also describe the existing architectural features of the house/property that may be affected by the project (and their condition if appropriate). For example, "Replace in-kind all north wall shingles, Replace in-kind the severely deteriorated sash on four historic double-hung 12/12 paned wooden windows on the second story of the front façade and rebuild two historic brick chimneys" or "Construct new house." Do not leave this section blank. Provide addition information on continuation pages as needed.

Please check ALL categories below that apply to your proposed project and list the specific guidelines from the *South Kingstown Historic Preservation Standards and Guidelines* that YOU believe are applicable to your project. The standards and guidelines are provided on pages 9-26 of the *Kingston Historic District Homeowner's Guidebook*:

___ Routine maintenance (as described in SK Zoning Sec. 600.5): Guideline #(s) (see Section 1, pgs 9-13) _____

___ Exterior wall(s) including but not limited to shingle, clapboard, masonry repair or replacement: Guideline #(s) (see Section 2, pg 14-16) _____

___ Foundation repair: Guideline #(s) (see Section 2, pg 15) _____

___ Chimney(s): Guideline #(s) (see Section 2, pg 15) _____

___ Repair/replacement of exterior architectural features, including decorative trim, ornament and other features (specify): Guideline #(s) (see Section 2, pg 16) _____

___ Mechanical/electrical equipment: Guidelines #(s) (see Section 1, pg 12) _____

___ Roof(s) repair: Guideline #(s) (see Section 2, pg 16) _____

___ Window(s) and/or door(s) repair or replacement if badly deteriorated: Guideline #(s) (see Section 2, pgs 17-18) _____

___ Porches/entries: Guideline #(s) (see Section 2, pg 19) _____

___ Historic landscape/site features/fences/paving: Guideline #(s)(see Section 3, pg 21) _____

___ Outbuilding(s): Guideline #(s) (see Section 1, pg 20) _____

___ Additions, new construction - attached to existing structure: Guideline #(s) (see Section 4, pg 21-22) _____

___ New construction - free-standing: Guideline #(s) (see Section 5, pgs 23-24) _____

___ New site structure(s), pools, tennis courts, parking lots: Guideline #(s) (see Section 3, pgs 20-21) _____

___ Demolition (partial): Guideline #(s) (see Section 1, pg 12 and Section 6, pg 25) _____

___ Demolition (full building): Guideline #(s) (see Section 6, pg 25) _____

___ Other (describe): Guideline #(s) _____

PLEASE READ THE FOLLOWING CAREFULLY TO CONFIRM THAT ALL REQUIRED MATERIALS ARE INCLUDED IN YOUR COMPLETED APPLICATION PACKET

PART IV – CERTIFICATE OF APPROPRIATENESS APPLICATION MATERIALS

All HDC application materials must be submitted on unbound 8.5"x 11", 8.5"x 14" or 11"x 17" paper, single-sided, to facilitate electronic scanning, posting, and archiving. Eight (8) copy sets of the completed application are required for a complete submission. The completed application form shall consist of the following:

1. ONE COMPLETED AND SIGNED APPLICATION FORM

2. PHOTOGRAPHS: Color photographs (4" x 6" or larger) clearly depicting current existing conditions at the property are required for all applications. Include a minimum of one (1) street view of the property showing any portions of the building(s) that are visible and a minimum of one (1) photograph of each side of the building (elevation) that will be affected by the proposed work. Photographs may be either printed or good-quality laser color copies. Inkjet-printed photos cannot be accepted because they are not stable. Date and legal address of subject property should be indicated on all photographs. Including historic views of the subject property is encouraged.

3. DRAWINGS: **The Town's planning staff shall advise on the detail and scope of the drawings required depending upon the complexity and scale of the project proposed.** Applications for any major construction may require drawings that meet professional standards. If drawings are required, one (1) original drawn-to-scale set should be submitted along with one (1) copy of the original, reduced to fit on 8"x11", 8"x14" or 11"x17" paper. Drawings must include date, scale, cardinal points (N, S, E and W) and proposed materials. If the application proposes modifications to a project that have previously been granted HDC approval, an 11"x17" copy set of the previously-approved drawings must be included along with new drawings depicting proposed modifications.

If elevation drawings are required, they should show existing conditions and proposed alterations at all elevations that will be affected by proposed work. (1/4" = 1' scale or larger for most residential-scale projects)

Elevation detail and cross section drawings (including new construction and major alteration) that involve new or altered windows, doors, dormers, porches, trim elements and other new or altered architectural features may be required. (3/4" = 1' scale or larger)

Full scale details may be required for certain proposed new architectural elements (moldings and other trim elements, for example.)

A site plan may be required for any alteration to existing building footprint, including proposed free-standing construction or additions to existing buildings as well as for the addition of at-grade mechanical equipment. (1"=20' scale or larger)

Perspective drawings (or some other form of perspective depiction, such as photomontage) may be required for proposed new free-standing construction or substantial alteration/additions of existing buildings or sites. Elevation drawings may be required to show comparisons with nearby buildings along the street. A massing model of the building showing the proposed construction may also be required depending upon the scale and complexity of the project.

4. MATERIALS/PRODUCT LITERATURE/SAMPLES: All proposed materials must be clearly indicated on drawings. For window and door replacement, literature or manufacturer cut sheets for stock items must also be submitted. Material samples are requested on a case-by-case basis, but are generally required for any proposed new construction or substantial alteration of existing buildings, including window and door replacement.

PART VI - SIGNATURE

I certify that (i) I am the Legal Owner of Record or legally authorized to sign on behalf of the property's Legal Owner of Record and (ii) I have read all of the information provided in Homeowner's Guidebook and (iii) the information supplied with this application. The information I have provided is true and accurate to the best of my knowledge.

Owner Signature: _____ Date: _____

Owner Printed Name: _____