

# HISTORIC DISTRICT APPLICANTS

The following lists the application policies for the Historic District and Heritage Commission (HDHC). These policies are needed due to conflicts frequently associated with HDHC applications. We appreciate your support and understanding of our staff and following these policies.

## **Filing deadline**

Applications for the Historic District are due in the Department of Planning and Land Use by Noon on the deadline listed on the 2011 Land Use Board Meeting Schedule.

Applications submitted after the noon deadline will be heard at the next regularly scheduled HDHC meeting. Please do not ask for an exception to this rule.

## **Complete application**

A complete application consists of:

- A completed application form
- A complete abutters list
- Any drawings, letters, pictures needed to present a request to the HDHC
- If necessary, a letter signed by the property owner authorizing an agent to represent the owner in front of the HDHC.

Incomplete applications will not be accepted. Please do not ask for an exception to this rule.

## **Abutters list**

Applicants are required to prepare an abutter list and verify correct abutters for the property listed on the application. Preparation and verification of abutters and the abutter list is not the responsibility of town employees. If an incomplete abutters list is submitted, the application will not be accepted. There is an \$8.00 abutter fee for each abutter, including the property owner and any professional agent hired as part of the application. Please submit two (2) sets of mailing labels with abutter mailing information completed as part of the application.

## **Notices**

A notice is mailed to all abutters and the applicant. It is mailed the same day the agenda is posted. If the HDHC determines a public hearing is necessary, the notice shall be required as provided for in Article 14 of the Gilford Zoning Ordinance, which requires a notice to be mailed to abutters 10 days prior to the hearing.

## **Attendance**

The HDHC guidelines require an applicant/property owner or an authorized agent to be present at the HDHC meeting when the application is considered. Applications will be tabled if no one is present to represent the application at the meeting.

If you have questions about the HDHC requirements please feel free to contact the Department of Planning and Land Use at 527-4727 or stop in Monday-Friday 8 a.m.-5 p.m.