



Application #: \_\_\_\_\_

Fee Paid \_\_\_\_\_

## BRISTOL HISTORIC DISTRICT COMMISSION APPLICATION FOR REVIEW OF PROPOSED WORK

1. Property Address (Street & No.) \_\_\_\_\_

2. Plat # \_\_\_\_\_ Lot # \_\_\_\_\_ Contributing \_\_\_\_\_ Non-Contributing \_\_\_\_\_

3. a. Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

b. Owner (if different from applicant written authorization of owner required): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

4. a. Architect/Draftsman: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

b. Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

5. Work Category: \_\_\_\_\_ Replacing in-kind\* *authorization required* \_\_\_\_\_

\_\_\_\_\_ New Structure(s) \_\_\_\_\_ Partial Demolition of Structure(s)

\_\_\_\_\_ Addition to Structure(s) \_\_\_\_\_ Total Demolition of Structure(s)

\_\_\_\_\_ Remodeling of Structure \_\_\_\_\_ Sign(s) / Landscaping Features

6. Description of proposed work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*All changes must match the existing in materials, design and configuration.

(Continued): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_   Check here if  
continued on additional sheets.

7. Included with the application (check those applicable):

PHOTOGRAPHS: Please label all photographs submitted.

\_\_\_\_\_ Overall view of property from street(s)      \_\_\_\_\_ Overall views of building

\_\_\_\_\_ Existing details to be altered by work

\_\_\_\_\_ Other (Identify) \_\_\_\_\_

Drawings: Maximum size accepted: 11" x 17"

\_\_\_\_\_ Site Plan(s) (drawn to scale)      \_\_\_\_\_ Floor plan(s) (drawn to scale)

\_\_\_\_\_ Exterior Elevations      \_\_\_\_\_ Details

OTHER: \_\_\_\_\_ Renderings      \_\_\_\_\_ Catalogue Cuts      \_\_\_\_\_ Specifications

\_\_\_\_\_ Other (Identify) \_\_\_\_\_

\_\_\_\_\_  
Applicant's Name – Printed

\_\_\_\_\_  
Applicant's Signature

Date: \_\_\_\_\_

Contact Person if other than Applicant::

Name (Printed): \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

**A Certificate of Appropriateness (Green Sheet) is valid for one year from the date of issuance.  
Note: If work on a project has started within twelve months of its approval date, you have as long as is necessary to finish the job (in other words, longer than a year).**



10 Court Street  
Bristol, RI 02809  
401-253-7000, Ext. 153

## APPLICATION FEE SCHEDULE

<b>Repairs, replacements in-kind, restoration</b> of missing or altered features based on historical, documentary, pictorial, or physical evidence.....	15.00
<b>Minor Alterations</b> such as awnings, fencing, and gates; mechanical and electrical equipment, shutters, and blinds, signs, site improvements, storm/screen windows and doors, etc.....	30.00
<b>Major Alterations</b> such as additions, replacements not in kind; changes to wall materials and surfaces, window and door openings, ornamentation, roof forms or elements, porches, stairs and entryways, grade levels and foundations, storefronts, fire escapes, barrier-free access improvements and public amenities .....	60.00
<b>New construction, demolition</b> including movement of structure.....	120.00
<b>Projects</b> valued over 1 million dollars.....	500.00
<b>Project details</b> for continued review of applications for the same address if submitted within 6 months of original decision.....	0.00
<b>Additional fee for working without a Certificate of Appropriateness.....</b>	<b>100.00</b>

## **NOTICE TO ALL APPLICANTS**

THE PUBLISHED DEADLINES FOR BOARD MEETINGS  
APPLY TO **COMPLETED** APPLICATIONS.

AN APPLICATION IS NOT CONSIDERED TO BE  
COMPLETE WITHOUT ALL REQUIRED  
DOCUMENTATION **AND PAYMENT OF**  
**APPLICATION FEE** AS OUTLINED IN THE  
ACCOMPANYING “**APPLICATION GUIDELINES**  
**FOR REVIEW OF PROPOSED WORK**”.

BE SURE TO REVIEW THIS DOCUMENT CAREFULLY  
AND SUBMIT YOUR APPLICATION WELL IN  
ADVANCE OF THE DEADLINE IN ORDER TO AVOID  
HAVING YOUR HEARING DELAYED.

ONCE A **COMPLETE** APPLICATION IS RECEIVED,  
YOU WILL BE PLACED IN THE **NEXT AVAILABLE**  
**TIME SLOT. THIS MAY NOT BE AT THE NEXT**  
**SCHEDULED MEETING, IF THAT AGENDA IS**  
**ALREADY FULL.**

IF YOU HAVE QUESTIONS, CONTACT SUSAN  
CHURCH AT 253-7000 EXT. 153

## **A COMPLETE APPLICATION CONSISTS OF THE FOLLOWING:**

- ❑ A completed **BHDC Application for Review** form **signed and dated** by the applicant, describing all existing conditions and proposed changes, (please be as specific as possible, noting directions).
- ❑ **Payment of Application Fee**
- ❑ **Photographs:** showing elements to be worked on, specific details to be replicated. Although the BHDC staff does photograph the property, it is helpful for the applicant to take pictures of specific points of work on the building/property.
- ❑ Drawings or marked Xeroxes of photographs illustrating the location(s) and design(s) of proposed awning(s), sign(s), and fence(s). Drawings must note materials, dimensions, lettering (if any), and all colors proposed.
- ❑ **Scaled** plans, elevations and section drawings as necessary, illustrating existing conditions and proposed changes. All drawings should show:
  - ❑ proposed changes
  - ❑ dimensions
  - ❑ materials in relationship to major architectural features: e.g. a new door should be shown in context with the entire elevation
  - ❑ site plan
  - ❑ for barrier free access: sections: for major changes in grade, show relationship to the building and other site elements
- ❑ A **site plan**, preferably scaled, **illustrating the proposed changes** in context with the building, other existing site elements, and the property lines. Indicate north arrow.
- ❑ **Manufacturer's product sheet** of proposed elements including but not limited to fences, awnings, railings, fire escapes, mechanical/electrical equipment, signs, windows, and doors.
- ❑ For structural demolitions, a written report from an engineer licensed in Rhode Island, and/or from the Building Inspector of the Town of Bristol as to the structural soundness of the building and its adaptability for rehabilitation. Any dangerous conditions should be identified. A description of the proposed replacement (if any) for the structure, including schematic plan elevation drawings.
- ❑ **List of work to be done:** in some cases, this list is helpful in supplementing the other information. Past applicants have submitted a detailed item by item list stating proposed changes and specifications of materials to be used.

**\*\*\*Maximum drawing size is 11"x17". Drawings larger than 11"x17" will NOT be accepted.\*\*\***

# BRISTOL HISTORIC DISTRICT COMMISSION

## APPLICATION GUIDELINES FOR REVIEW OF PROPOSED WORK

**STATEMENT OF PURPOSE:** The Historic District Commission was established by the Town of Bristol to carry out the Regulation of the Historic District and Individually Listed Structures outside of the District. The ordinance was enacted in order to:

1. Safeguard the heritage of Bristol by preserving historic district(s) and designated structures of historic and/or architectural value in the Town of Bristol which reflect elements of Bristol's cultural, social, economic, political, and architectural history
2. Stabilize and improve property values in established historic districts and designated structures of historic and architectural value
3. Maintain and foster civic beauty of Bristol
4. Strengthen the economy of Bristol
5. Promote the use of historic districts and other designated structures for the education, pleasure, and welfare of the citizens of Bristol

**GUIDELINES:** The Historic District Commission has established the following guidelines and procedures in order to develop standards within the Historic District and Designated Structures and to promote better understanding of the Commission's deliberations. The Commission encourages prospective applicants to contact the Staff Assistant at 253-7000 x153 to review any questions or uncertainties they might have about criteria used by the Commission in reviewing the applications.

**WHO MUST APPLY:** Any person, individual, organization, firm, or corporation proposing to erect a structure within a historic district, or to alter, repair, move, or demolish an existing structure or lot within a historic district or individually listed structure or lot in any manner affecting its exterior appearance.

**APPLICATION REQUIREMENTS:** The Historic District Commission meets on the first Thursday of each month at 7:00 PM in the Bristol Town Hall (on legal holidays, the meeting will be held on the second Thursday of the month.) Applications to be reviewed at a particular monthly meeting must be completed and received by noon the Tuesday two weeks prior to that meeting. You may call the Staff Assistant for the Bristol Historic District Commission at 253-7000 Extension 153 to obtain a particular deadline date. The application deadline for each meeting is also posted on the Town of Bristol website ([www.bristolri.us](http://www.bristolri.us)).

APPLICATIONS LACKING THE NECESSARY DETAILS AS DESCRIBED ABOVE, WILL BE RETURNED TO THE APPLICANT FOR COMPLETION. The filing date of the completed application, as listed above is the Date of Application.

**PRESENTATION TO THE COMMISSION:** Applicants submitting completed forms and dated by the time defined herein, will be placed on the Agenda of the Historic District Commission in the next available time slot and listed in the “Bristol Phoenix” the week before the meeting. Applicants are expected to be available to present the project and to answer questions posed by the Commission members. The Applicant may have an architect, contractor, or other advisor assist with the presentation and questions. NOTE: All meetings of the Bristol Historic District Commission are open to the general public and subject to the Rhode Island Laws on Open Meetings,

**DEADLINES:** The failure of the Commission to act within 45 days from the date that a proper and complete Application is filed with it shall be deemed to constitute approval unless an extension is mutually agreed upon by the Applicant and the Commission. In the event, however, that the Commission shall make a FINDING that circumstances of a particular application requires further study and information that can be obtained within the aforesaid period of 45 days, then and in said event, the Commission shall have a period of up to 90 days within which to act upon such application.

**APPROVALS:** The Historic District Commission can take no action that changes, alters or subverts any Zoning, Planning, Wetlands, Coastal Resources, or other Legal Regulations that affect a particular property. All required APPROVALS from such bodies must be obtained before application to the Commission and evidence of these submitted with an application.

**APPEALS:** Appeals from any decision made by the Commission are made to the Bristol Zoning Board of Review according to their regulations.