VOLUNTARY HISTORIC DISTRICT COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Please complete this application in BLACK or BLUE ink only. Illegible/Incomplete applications will be returned to the applicant.

Filing Deadlines and Hearing Dates:

Filing Deadline: 2nd Tuesday of the Month
Hearing Date: 3rd Tuesday of the Month

GENERAL INFORMATION

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<thead>
<tr>
<th>PROPERTY ADDRESS:</th>
<th>Plat:</th>
<th>Lot:</th>
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<tbody>
<tr>
<td>Property Name (if any, including historic):</td>
<td>Original Date of Construction:</td>
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<thead>
<tr>
<th>APPLICANT (Legal Owner of Record):</th>
<th>Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
<td>Email:</td>
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<table>
<thead>
<tr>
<th>LEGALLY AUTHORIZED REPRESENTATIVE:</th>
<th>Telephone:</th>
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<tbody>
<tr>
<td>Mailing Address:</td>
<td>Email:</td>
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ADDITIONAL INFORMATION CHECKLIST

Y  N   Is this application filed in response to a violation notice?

Y  N   Is this application a modification of plans previously-approved (date(s)___________) by WVHDC?

Y  N   Does this project require other approvals? Zoning_______CRMC_______Other (describe): ____________

Y  N   Does access to the subject property require special arrangements?_____________________________

Received by the Warren Building Official’s Office:
SUMMARY OF PROPOSED WORK

Describe all proposed exterior alterations to the subject property here.
Do not leave this section blank.
Check off all applicable categories below.

Y  N   Repair/replacement of exterior architectural features?

Y  N   Minor Alteration(s) – Any alteration(s) that replace existing building features or any new construction of less than 25% of the existing structure’s square footage?

Y  N   New construction?

Y  N   Demolition?

Y  N   Roof(s) or skylight(s)?

Y  N   Porches or Entries?

Y  N   Chimney(s)?

Y  N   Foundation?

Y  N   Mechanical and/or electrical equipment?

Y  N   Shutters or awnings:

Y  N   Sign(s)?

Y  N   Pools and/or site structures:
REQUIRED APPLICATION MATERIALS

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

All VHDC application materials must be submitted on 8.5 x 11 or 11 x 17 paper, single sided, to facilitate electronic scanning, posting and archiving.

10 COPIES OF EACH APPLICATION ARE REQUIRED.
1 DIGITAL COPY OF ALL MATERIALS SHOULD BE SUBMITTED TO BRULLI@TOWNOFWARREN-RI.GOV

Y  N  COMPLETED APPLICATION FORM AND 10 COPIES OF EACH REQUIRED MATERIALS (PHOTOGRAPHS, DRAWINGS AND MATERIALS/PRODUCT LITERATURE/SAMPLES) INCLUDED?

Y  N  PHOTOGRAPHS
Ten (10) color copies of 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 elevation that will be affected by the proposed work. Photographs must be submitted on 8.5 x 11 or 11 x 17 paper. Prints are not accepted. Date and legal address of subject property should be indicated on all photographs. Including historic views of the subject property is encouraged.

Y  N  DRAWINGS
If drawings are required, one (1) original drawn scale set should be submitted along with ten (10) copies of the original, reduced to fit on 8.5 x 11 or 11 x 17 paper. Drawings must include date, scale, cardinal points (N, S, E and W) and proposed materials. If the application proposes modifications to a plan previously approved by the VHDC, an 11 x 17 copy of the previously-approved drawings must be included along with new drawings depicting proposed modifications. Please note that applications for any major construction require drawings that meet professional standards.

Elevation Drawings are required for most projects and 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 are required for proposed projects (including new construction and major alteration) that involve new or altered windows, doors, dormers, porches, trim elements and other new or altered architectural features. (3/4” =1’ scale or larger)

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

Site plan is required for any alteration to existing building footprints, 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 of existing buildings or sites.

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<thead>
<tr>
<th>Y</th>
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<th>MATERIALS/PRODUCT LITERATURE/SAMPLES</th>
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<tr>
<td>Ten (10) copies of product literature and/or manufacturer specification sheets for stock items should also be submitted. Materials samples are requested on a case-by-case basis but are generally required for any proposed new construction or substantial alteration of existing buildings.</td>
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**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) all of the information provided in and with this application is true and accurate to the best of my knowledge.

Applicant Signature: ___________________________ Date: ______________

Applicant Printed Name: ___________________________

**CONSENT**

I understand that as part of the review of this application, a site visit to the subject property may be necessary. I hereby consent that the members of the commission may schedule a site visit and if required to enter my property and I will be contacted in advance to schedule any site visit that requires entry onto my property.

Applicant Signature: ___________________________ Date: ______________

Applicant Printed Name: ___________________________
WARREN VOLUNTARY HISTORIC DISTRICT COMMISSION
514 Main Street
Warren, RI 02885

WARREN’S HDC PROCESS

The following procedures should be followed whenever a property owner proposes exterior work located with Warren’s local historic district.

Application forms, maps and other information are available at www.townofwarren-ri.gov or from the Building Official or Town Planner offices located on the 2nd floor of Warren Town Hall, 514 Main Street.

1. CONFIRM that the property is located with the local historic district and that the proposed work will require review. Obtain your property’s plat and lot from www.nereval.com/warren or from the Town’s Tax Assessor or Building Official, both located on the 2nd floor of Warren Town Hall. Plat maps are available on Town’s website http://www.townofwarren-ri.gov/documentlibraries/maps.html

2. CONSULT with either the Building Official or Town Planner before filing an application. This will help ensure that a VHDC application is complete.

3. COMPLETE and file your VHDC Application. The deadline for submission of completed applications is the 2nd Tuesday of each month for that month’s meeting, however, applications can be submitted as much in advance of the deadline as possible. Applications may be prepared by property owners or their legally authorized representatives; however, the property owner is always the applicant and must sign the application. Incomplete or illegible applications will be
returned to the applicant within seven (7) days of receipt in the Building Officials office. Applications that do not include the required supporting documentation will be returned to the applicant as incomplete.

4. **COME TO THE MEETING** VHDC meetings are held on the 3rd Tuesday of each month at 7:00 PM in the Town Council Chambers, Town Hall, 514 Main Street. Regularly-scheduled VHDC meetings are publicly-posted in Town Hall, at the George Hail Free Library and the Rhode Island Secretary of State’s website. Applicants, or their authorized representatives are required to attend the VHDC meeting to represent their application.

5. **CERTIFICATE OF APPROPRIATENESS**

   If an VHDC application is approved: a Certificate of Appropriateness (COA) is issued to the property owner in the form of a letter. If a building permit is required for the project, original plans must be attached to the building permit application. Applicants who receive VHDC 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 an VHDC application is denied: the VHDC decision may be appealed. Appeals of VHDC decisions are made to the Zoning Board of Review, which reviews only whether the VHDC made a procedural error or had sufficient evidence to make its decision. Without substantial changes, a denied application may not be resubmitted to the VHDC for one (1) year from the date of the original VHDC denial/decision.

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