COTTAGE CITY HISTORIC DISTRICT APPLICATION INFORMATION

HELPFUL DEFINITIONS

There are 3 certificate choices available on the application. It may be helpful to know the definition of each in order to guide the applicant in making the right choice.

1.CERTIFICATE OF NON-APPLICABILITY

If the work to be done is not visible from a public way OR, if there are no changes in style or materials example: roof replacement with same type and material shingles. Replacement materials to match existing. This usually applies to regular maintenance and repair work.

Application MUST be made to the CCHDC. Circle non-applicability on application. Give a full written description of the work/materials to be used. Photos can be helpful. Be sure to include a check for $25 made payable to Town of Oak Bluffs.

***NEW procedure: CCHDC Chairman may approve application for a certificate of Non-applicability without review by the CCHDC. If this occurs, a certificate of non-applicability will be given to the Building Official immediately and the applicant will be notified. The chairman may determine that the CCHDC needs to review the application. If this occurs, the application will be reviewed at the next CCHDC meeting. CCHDC Chairman will notify applicant. The Commission meets on the 2nd Wednesday of the month at 5:15PM at the Town Hall Meeting Room at the rear lower level of the building.**

Abutter labels, envelopes and stamps are not necessary unless the chairman refers the application to the CCHDC for review.

2. CERTIFICATE OF APPROPRIATENESS

If the work to be done requires a change in style or materials or the addition/new construction of a structure, construction of terraces, walks, driveways or similar structures above grade, walls, fences, outdoor lighting fixtures or signs, the applicant must circle appropriateness on the application. Be sure to include items 1-6 on application instructions.

Application MUST be made to the CCHDC and the commission will review at the next CCHD meeting. This may require a public hearing. ** The Chairman may make a determination to have a public hearing or not OR may refer the application to the Commission for that determination. The Chairman will notify the applicant regarding the application and "next step"

Should a public hearing be necessary, the application, complete with all documentation will be made available at the building official's office for public access.

3. CERTIFICATE OF HARDSHIP

If, owing to conditions especially affecting the building or structure involved, but not affecting the CCHD generally and failure to approve the application will involve a substantial hardship, financial or otherwise, the CCHDC may issue a certificate of hardship.

Application MUST be made to the CCHCD and the Commission will review at the next CCHD meeting. This may require a public hearing. The decision to hold a public hearing will be determined at the initial meeting. Be sure to include items 1-6 on application instructions.

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APPLICATION PROCEDURE

When an application is submitted, the building official will stamp in the application and make sure that the necessary items (1-6) on the application instructions is complete. No incomplete application will be accepted. The building official will notify the chairman by phone or email when an application is submitted. The application will be placed into the CCHD box.

*Chairman may award a certificate of non-applicability immediately (see above non-applicability)

**Chairman may also determine if a public hearing is needed for any application. Chairman will notify the applicant regarding the decision of the chairman and what the next step will be.

AGENDAS

The chairman of the CCHD will submit two copies (must be stamped in) of the agenda to the Town Clerk by noon on Monday prior to the Wednesday CCHDC meeting. The chairman will post one copy on the front glass posting area of the town hall entry-way and file the 2nd copy with the Town Clerk. Chairman will also post the agenda on the town website/CCHDC page.

The complete schedule for all meetings of the CCHDC for 2012 has been stamped in by the Town Clerk and posted on the Town Hall bulletin board located in the front entry. .

PUBLIC HEARING PROCEDURE

Should a public hearing be required, the chairman will give the application and all pertinent information for the project to the building official. This information will remain on file in the building official's office for the public to review prior to the public hearing. The Chairman will post the notice for a public hearing in the newspaper, on the Town bulletin board and on the Town website no less than 14 days prior to date set for the hearing. The newspaper will be instructed to bill the applicant directly for the hearing notice. The name and address for billing will appear on the hearing notice.

Contact Information

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