DATE RECEIVED_____

Stamped by Building Official

COTTAGE CITY HISTORIC DISTRICT (CCHD) APPLICATION INSTRUCTIONS

IMPORTANT

Review the attached Architectural Guidelines & Application Information FIRST

NO APPLICATION WILL BE ACCEPTED WITHOUT THE FOLLOWING:

$25 Application fee made payable to Town of Oak Bluffs for ALL applicants

All applications EXCEPT NON-APPLICABILITY need to:

1. **supply an abutter sticker-style label mailing list from the Tax Assessor's office/stamps & envelopes with the return address: CCHD, P.O. Box 1327, Oak Bluffs, MA 02557**
   All costs for mailings, advertising (if a public hearing is necessary) and labels are the responsibility of the applicant. Applicant will be billed for advertising by newspaper direct
2. **Provide a plot plan if you are applying for a fence, shed, new construction or a change in the building footprint (any additions)**
3. **Provide architectural or schematic drawings to scale of the building elevations showing details of proposed work affecting all sides of the building.**
4. **Provide photographs of the existing building as it can be seen from a public way. Include any other historic photos or information, if available, that may be pertinent to your project. *The more information* included, the smoother the process will be.**
5. **Attach a COMPLETE description of ALL exterior construction materials and decorative features proposed. MORE IS BETTER**
6. **If you are acting as the owner's agent or contractor, please submit the verification form attached**

The Building Official MUST STAMP & COMPLETE the lower portion of this page AND attach to the application in order to be accepted for consideration by the CCHDC

1.____$25 FEE PAID, CHECK ATTACHED

2.____ABUTTER LIST(if required)LABELS/STAMPED ENVELOPES ATTACHED

3.____PLOT PLAN IF FENCE/NEW CONSTRUCTION/CHANGE IN BUILDING FOOTPRINT/ADDITION

4.____ARCHITECTURAL DRAWINGS /CHANGE IN BUILDING

5.____PHOTOGRAPHS OF EXISTING BUILDING

6.____COMPLETE DESCRIPTION OF ALL EXTERIOR CONSTRUCTION MATERIALS/DECORATIVE FEATURES PROPOSED

CCHD encourages discussions with applicants prior to application process. We welcome the opportunity to answer your questions at our regularly scheduled meetings. A complete list of meetings for the entire year are posted on the bulletin board at Town Hall and on the website.