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.

Official Date stamped in_____

TOWN OF OAK BLUFFS
COTTAGE CITY HISTORIC DISTRICT APPLICATION

This is an application only and not an authorization to begin work until a building permit is issued by the Oak Bluffs Building Commissioner

APPLICATION FOR THE ISSUANCE OF A CERTIFICATE OF: (please circle one)

NON-APPLICABILITY APPLICABILITY HARDSHIP

CATAGORIES THAT APPLY TO YOUR PROJECT (please circle one)

NEW BUILDING ADDITION ALTERATION RECONSTRUCTION DEMOLITION OTHER

TYPE OF BUILDING (please circle one)

DWELLING GARAGE ACCESSORY OTHER_____

__APPLICATION FOR A SIGN: Please attach a full description/schematic drawing & dimensions

OTHER STRUCTURE (please circle one)

FENCE WALL OTHER_____

PLEASE TYPE OR PRINT LEGIBLY:

Address of proposed project_____MAP___PARCEL____

Owner's Address_____City_____State___Zip____
Owner's Phone_____Fax_____Email_____
Contractor/Agent_____Phone_____Email_____
Contractor/Agent Address_____Fax_____

***IF CONTRACTOR IS TO ACT AS OWNER'S AGENT, PLEASE ATTACH SIGNED AGREEMENT**

APPLICATION CONTINUED ON REVERSE SIDE >>

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED WORK AND ATTACH DOCUMENTS/MATERIALS REQUESTED IN THE APPLICATION INSTRUCTIONS

_____

_____

_____

_____

_____

_____

_____

IF YOU ARE MAKING AN APPLICATION FOR A CERTIFICATE OF HARDSHIP, PLEASE PROVIDE AN EXPLANATION ON A SEPARATE SHEET.

SIGNATURE OF OWNER OR OWNER'S AGENT_____DATE_____

--- --- --- --

DATE_____

Agent/Contractor Verification Form

I hereby acknowledge that I have read the Cottage City Historic District by-law and authorize

_____

Name of contractor or agent

to present my application to the commission. He/she agrees to inform me on all aspects of the review process and I empower him/her to speak on my behalf. However, I acknowledge my full responsibility for the completion of the project as approved.

Project street address_____Map#_____Parcel_____

Contract/agent Address_____

Street Town State Zip

Telephone_____email_____

Contractor/agent signature_____Date_____

Owner's name(s)_____

Owner's signature(s)_____Date_____

Owner's Address_____

Street Town State Zip

Owner's Telephone_____Email_____

Additional comments

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.

Continued >>

COTTAGE CITY HISTORIC DISTRICT, OAK BLUFFS, MASS.

Architectural Guidelines

The Cottage City Historic District (CCHD) guidelines have been established in accordance with Section 7, Chapter 40C of the Massachusetts General Law, in order to help preserve the architectural as well ass visual character of one of the most historically significant and eclectic residential composition in the United States.

The Victorian Architecture of the Historic District is characterized by examples of the Queen Anne, Italianate, Stick, Shingle, Gothic Revival and Carpenter Gothic styles. Most of these "cottages" were constructed based on the principles laid out in Robert Morris Copeland's Community Master Plan designed in 1886. Copeland's plan was developed as an extension to the adjacent Campgrounds and promoted simple wood cottages with open porches fronted on meandering paths, which in turn defined common park areas. This concept was intended to promote friendly social interaction. The architectural intent included intentional charm that was to be personalized through the choice of architectural style, building coloration and level of detailed woodwork on the cottage facades.

Each of the architectural styles have imposed a certain precedent for very different detailing on, sometimes adjacent buildings. However, the underlying architectural theme remains consistent throughout the Historic District in terms of scale (perceived size and shape in relative terms), mass (three dimensional composition), proportions (design ratios between building elements), materiality (textural detailing of the building's façade and intent (purposeful design).

It is the responsibility of the Historic District Commission, as a representative body of the community as a whole, to promote sympathetic and appropriate design in terms of exterior alterations, additions, new construction, rehabilitation and/or renovations within the limits of the Historic District. It is also the intent of the CCHD to promote the repair and restoration of original building elements, when possible, rather than the replacement of such elements. Purposefully, the District and its history shall be respected rather than ignored. It is this purpose along with a sense of stewardship that will help assure future generations the benefit of community history.

CHAPTER 40C STATES THE FOLLOWING:

In passing upon matters before it, the Commission shall consider among other things the historic and architectural value and significance of the site, building or structure, the general design arrangement, texture, material and color of the features involved and the

F. Ordinary maintenance inclusive of exterior paint maintenance and minor carpentry repairs shall be expected of all property owners within the Historic District. General upkeep shall not require commission review.

2. The Commissions purview shall include, but not be limited to the following building elements:

A. Siding and trim shall be painted wood with contrasting textures and decorative detailing including, but not limited to shingles, lap siding, butt siding, board and batten siding, shouldered casework, tracery, three dimensional friezes, cornices and brackets that are consistent with the original buildings architectural style. Aluminum, synthetic and vinyl siding and trim material, along with artificial veneers shall be discouraged.

B. Doors and windows shall be painted wood with authentic type glass panels and true or simulated divisions. Adjacent details shall include, but not be limited to double doors, pointed arch doors and windows, screen panels, bay and oriel windows, stained or decorative glass, double hung and casement windows, operational hardware, working shutters, lintels, architraves and ornamented encasings consistent with the original buildings architectural style. No vinyl or aluminum sash or doors, removable muntin grills, false shutters or tinted glass shall be discouraged.

C. Roofs shall be limited to certain color and texture patterns achieved with either asphalt shingles, wood shingles, slate tiles or copper installations. Roofs shall maintain historic shapes, pitches and details including by not limited to cupolas, towers, turrets, chimneys, projecting eaves, decorative barge boards and soffits, dormers, gutters and downspouts consistent with the original buildings architectural style. Historically incorrect roof pitches, and types, certain asphalt and synthetic roofing, aluminum gutters, aluminum or plastic awnings and visible skylights shall be discouraged.

D. Porches inclusive of frontal porches, wrap around porches and covered balconies shall be of painted wood while maintaining historic shapes and details including but not limited to decking, ornate railings, balustrades and columns, scrollwork, decorative skirts, exposed ceilings and steps consistent with the original buildings architectural style. Pressure treated or synthetic decking, lattice or scrollwork shall be discouraged.