



City of Keene, NH

Historic District Commission (HDC) Minor Project Application

If you have questions about how to complete this form, please call: (603) 352-5440 or email: communitydevelopment@keenenh.gov

SECTION 1: PROJECT INFORMATION

PROJECT NAME:

PROJECT ADDRESS(ES):

SECTION 2: CONTACT INFORMATION

PROPERTY OWNER

APPLICANT

NAME/COMPANY:

NAME/COMPANY:

MAILING ADDRESS:

MAILING ADDRESS:

PHONE:

PHONE:

EMAIL:

EMAIL:

SIGNATURE:

SIGNATURE:

PRINTED NAME:

PRINTED NAME:

AUTHORIZED AGENT

(if different than Owner/Applicant)

FOR OFFICE USE ONLY:

NAME/COMPANY:

TAX MAP PARCEL #(s):

MAILING ADDRESS:

PHONE:

PARCEL SIZE:

DATE STAMP:

EMAIL:

ZONING DISTRICT:

SIGNATURE:

RESOURCE RANKING:

PRINTED NAME:

PROJECT #:

SECTION 3: APPLICATION SUBMISSION REQUIREMENTS

A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING ITEMS AND MUST BE SUBMITTED BY ONE OF THE OPTIONS BELOW:

- **Email:** communitydevelopment@keeneh.gov, with “Historic District Commission” in the subject line
- **Mail / Hand Deliver:** Community Development (4th Floor), Keene City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for Historic District Commission applications are outlined further in **Article 21** and **Article 25.15** of the [Land Development Code \(LDC\)](#). You may request an exemption from providing any of the items below, except the application fee and narrative. The Community Development Director may grant an exemption, if it is determined that the scope of the project does not warrant the submittal.

Note: Additional information may be requested by the respective decision-making authority during the review process.

GENERAL SUBMITTAL REQUIREMENTS

PROJECT NARRATIVE: A written narrative addressing the following items is required as part of a complete application.

1. A description of the type, scale, and scope of the proposal.
2. Information about the existing and proposed uses.
3. An explanation of how the proposal complies with the applicable standards in the Historic District Regulations in **Article 21** of the Land Development Code.

FEES: There is a **\$25 fee for Minor HDC Applications**. Checks should be made payable to the *City of Keene*. Credit card payments are accepted in-person or by calling 603-352-5440.

ADDITIONAL SUBMITTAL REQUIREMENTS	SUBMITTED	EXEMPTION REQUESTED
PRODUCT SPECIFICATION SHEETS: Manufacturer specifications (i.e. cut-sheets) shall be submitted for any proposed building materials, exterior lighting fixtures, windows and doors, cleaning products, mechanical equipment or other site elements (e.g. benches, railings). The applicant shall specify the proposed type, color and finish, if applicable, and if missing from the manufacturer specifications.		
SAMPLES OF MORTAR AND/OR BRICK: Samples of mortar and/or brick may be required if the proposed project includes new or replacement mortar and/or brick.		
COLOR REPRESENTATIONS, SIMULATIONS, OR RENDERINGS: Color representations, simulations, or renderings of a proposed development may be required by the Community Development Director, or their designee, or the Historic District Commission during the review process.		
PHOTOGRAPHS, RENDERINGS, AND/OR LINE SKETCHES: Photographs, renderings, and/or line sketches may need to be submitted to visually demonstrate the scale, massing, and visual appearance of neighboring structures.		
EXISTING CONDITIONS PLAN: An existing conditions plan at a maximum scale of 1-in = 50-ft should be submitted showing all parcels affected by the proposal, and should depict the following information. <ol style="list-style-type: none"> 1. Owner names and tax map parcel numbers for all direct abutters. 2. Boundaries and acreage of the existing lot(s) subject to review. 3. Location of any public streets, rights-of-way, and easements. 4. Location of existing structures, site features (e.g. fences, walls, ground mounted equipment, utilities, etc.), driveways, parking areas, and wooded or vegetated areas on the subject property. 		
PROPOSED CONDITIONS PLAN: A proposed conditions plan at a maximum scale of 1-in = 50-ft should be submitted showing all parcels affected by the proposal, and should depict the following information. <ol style="list-style-type: none"> 1. Owner names and tax map parcel numbers for all direct abutters. 2. Boundaries and acreage of the lot(s) subject to review. 3. Location of any existing structures or site features, driveways, parking area, wooded or vegetated areas, public streets, rights-of-way, and easements that are displayed on the existing conditions plan, which will not be altered or relocated. 4. The location of proposed structures and site features, driveways, parking areas, public streets, rights-of-way, easements, and landscaping. 		
ELEVATIONS: Elevations should be drawn at a maximum scale of ¼-in =1- ft and should show the visual appearance and architectural details of all proposed structures, as well as any portions of the existing structure proposed for demolition or removal. Such drawings shall include proposed façade height and length dimensions, construction materials, finishes, and colors clearly labeled. Landscaping should not be included on elevations.		

NOTE: Please submit 2 copies of the plans and elevations on 22"x34" or larger paper and an electronic PDF version of the file.