

Hancock Historic District Commission  
APPLICATION FOR CERTIFICATE OF APPROVAL  
Under Article 8 of the Hancock Zoning Ordinance

Date *complete* application

is received by the

Commission: \_\_\_\_\_

Date: \_\_\_\_\_

Name(s) of Applicant: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Current Address: \_\_\_\_\_

(if different from above) \_\_\_\_\_

Telephone # \_\_\_\_\_ Expected starting date: \_\_\_\_\_

Applicant shall provide 1) a description of the proposed exterior work, 2) photographs of affected areas of the building, structure or site feature such as a fence, 3) fee (see below) and 4) the following additional information based on the type of improvements: (check categories that apply)

\_\_\_\_\_ Replacement or Physical Change of Existing Building Elements (such as change of: paint color, window or door replacement, siding, roofing, fences) – Indicate on photos or drawings which features are to be replaced, provide manufacture’s literature on; the appearance, details of construction and description of each product to be used. Provide samples of new colors.

\_\_\_\_\_ New Building Elements (introducing new features such as doors or windows) – Scaled elevation drawings showing new features in context of building, manufacture’s literature on the appearance, details and describing construction of the products. Provide samples of new colors.

\_\_\_\_\_ Addition or New Construction – Provide site plan, floor plan, exterior elevations, samples of new colors and samples or photographs of new materials.

If one of these categories does not fit your improvements consult the Historic District chairperson to determine the appropriate additional information that will be needed by the HHDC to review your application.

Ordinary maintenance and repair of any architectural feature which does not involve removal or a change in design, dimensions, materials, color or outer appearance of such features does not require approval.

Description of proposed work: (continue on back or separate sheet)

Legal notification of \$8.00 per abutter is due at time of application unless applicant(s) choose to notify abutters themselves with notice provided by the town office. Any check should be made payable to the Town of Hancock.

A complete application shall be received no later than the second Tuesday of the month in order to notice the application to the public and abutters. The Commission has forty-five (45) days from the receipt of a complete application in which to act upon the proposed changes. The Commission meets the fourth Tuesday of the month when they have applications to review or business to conduct.

I/we do hereby state that I/we intend to perform the above changes to the exterior of my/our building(s) and/or the surrounding property located within the bounds of the Hancock Historic District. I/we have read and understood the Hancock Historic District Ordinance.

Signature(s): \_\_\_\_\_  
Please return completed application to: Hancock Town Office or mail to:  
Hancock Historic District Commission, PO Box 6, Hancock, NH 03449

Revised 09/29/2015