

Historic District Commission
Planning Department
City Hall Annex
33 Wakefield Street
Rochester, NH 03867-1917
(603) 335-1338 Phone

HISTORIC DISTRICT COMMISSION

TO: Applicants for Certificates of Approval
FROM: Planning Department
DATE: March 2021
SUBJ: Application Process for Historic District Commission

Congratulations on owning a piece of Rochester History! The Historic District Commission (HDC) and the Planning staff would like to make the application process as smooth as possible. Please review the following requirements for a HDC application and contact the Planning Department with any questions.

Elements subject to review

Approval from the HDC is required for any activity affecting the exterior architectural appearance of a building, signage, fences, and walls within the district that would be visible from a public way including the following:

- the erection of new buildings;
- additions to existing buildings;
- alterations to the exterior of existing buildings;
- demolition of existing buildings or portions of existing buildings;
- relocation of a building into, out of, or within the District;
- signage or awnings; and
- site development including walkways, decks, parking, utilities, etc.

Process

An application for a Certificate of Approval must be submitted to the Historic District Commission through the Planning Department, no fewer than 9 days prior to an HDC meeting (by the Monday of the week prior to the meeting). The HDC generally meets on the second Wednesday of each month at 7:00 p.m. in the City Hall Annex. Additional meetings may be scheduled as needed. Once an application is submitted, the applicant will be placed on the agenda for the next meeting in accordance with the deadline. The HDC seeks to take action as soon as possible, which will often be in one meeting. ***Note that the applicant must attend the meeting in order for the HDC to take action that evening.**

While the use of an architect is not required, there are situations where it will be difficult to provide appropriate drawings and to meet the objectives of the district without the help of an architect, particularly with new construction or additions. *Note that while the ordinance and guidelines

establish the standards for development, it is the nature of review in historic districts that an HDC unavoidably exercises some discretion, and considers each project specially on a case by case basis. *Please communicate your goals and your concerns to the HDC.*

It will also be necessary to obtain a sign permit for any sign application and a building permit for most building activity from the City of Rochester Building & Licensing Services Department, so it is recommended that you coordinate with this department, as well, during the planning stages of your project.

Submission Materials

You need to submit only those materials that the Historic District Commission reasonably determines are necessary to conduct an appropriate review. On small or straightforward projects submission of the application form and one or more sketches drawn by the applicant may suffice.

Applicants are encouraged to speak with the Planning Department prior to preparing an application package to get a sense of which of the items below may not be needed. The application package may include any or all of the items listed below as stipulated by the HDC:

- ☐ Submission of this application form
- ☐ Site plan drawn to scale clearly depicting existing conditions and proposed work
- ☐ Submission of appropriate drawings and renderings for each façade affected
- ☐ Specifications on the materials and installation including brochures, manufacture's product sheet, pictures, etc.
- ☐ Photographs of each impacted side of the building
- ☐ Sample swatch and or manufacturers cut sheet of materials to be used, as appropriate
- ☐ Written description of how the project meets the guidelines

There are *no fees* required for the application. There follows information on other departments.

Resources

[Historic District Ordinance](#). The Historic District Commission follows the provisions of the Rochester Historic District ordinance, section 275-14 of the City of Rochester Zoning Ordinance. It is not necessary for you to review this document in order to prepare an application but you are certainly encouraged to do so if you are inclined to review it. You can access the ordinance from the City's website or through the Planning Department.

[Historic District Guidelines](#). The Historic District Commission has adopted design guidelines. These guidelines apply to the exterior features of properties within the District and are intended to offer assistance to property owners undertaking construction, rehabilitation, alterations, or other exterior changes.

[Sign Guidelines](#). The HDC has also prepared Sign Guidelines in an attempt to give a very clear idea of what types of signage are considered appropriate in accordance with the ordinance. You can access the guidelines from the City's website or through the Planning Department.

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HISTORIC DISTRICT COMMISSION
Application for Certificate of Approval
and/or No Negative Effect
City of Rochester, New Hampshire

Date: _____

Property information

Tax map #: _____ Lot #'s): _____ Zone: _____ Date of building, if known: _____

Property address/location: _____

Name of project (if applicable): _____

Property owner

Name: _____

Mailing address: _____

Telephone #: _____ Email address: _____

Applicant (if different from property owner)

Name: _____

Mailing address: _____

Telephone #: _____ Email address: _____

Architect/Designer

Name (include name of individual): _____

Professional Designation: _____

Mailing address: _____

Telephone #: _____ Email address: _____

Contractor

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Email address: _____

*"Working with our community partners to preserve and enhance
the historic architecture and cultural heritage of the city of Rochester"*

Proposed activity (check all that apply)

New building/structure: _____ Addition onto existing building/structure: _____

Alterations to the front of an existing building: _____

Alterations to the non-street facing façade of an existing building _____

Signage or awnings: _____ Demolition: _____ Accessory structure <250 sq ft _____

Site development (walkway, deck, parking, utilities, etc.): _____

New Building/Alterations to Existing Buildings:

Height: _____ Width: _____ Setback: _____

- Roof Design: _____
- Materials to be used: _____
- Paint/Stain Color: _____
- Light Fixtures: _____
- Description of Building Entrance: _____

New Signs/Fences:

- Size: _____ Shape: _____
- Sign Color: _____ Location/Placement: _____
- Illumination (Interior): _____ (Exterior): _____
- Materials to be used: _____
- Typefaces: _____
- Fences & Walls: _____
- Light Fixtures: _____
- Paint/Stain Color: _____

Describe project (Include information on existing conditions and materials as well as the proposed changes. Include installation specifications and materials to be used. Use a separate sheet of paper if necessary):

Proposed starting date: _____

Checklist

Here is a checklist for your reference of the items that may need to be required:

- ☐ Submission of this application form
- ☐ Site plan drawn to scale clearly depicting existing conditions and proposed work
- ☐ Submission of appropriate drawings and renderings for each façade affected
- ☐ Specifications on the materials and installation including brochures, manufacture’s product sheet, pictures, etc.
- ☐ Photographs of each impacted side of the building
- ☐ Sample swatch and or manufacturers cut sheet of materials to be used, as appropriate
- ☐ Written description of how the project meets the guidelines

Please feel free to contact the Planning Department with any questions.

Submission of application

This application must be signed by the property owner, and the applicant/developer (if different from property owner).

I (we) hereby submit this application to the City of Rochester Historic District Commission pursuant to the City of Rochester Historic District Ordinance and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As applicant/developer (if different from property owner)/as agent, I attest that I am duly authorized to act in this capacity and submit this application.

Signature of property owner: _____

Printed name: _____ Date: _____

Signature of applicant/developer: _____

Printed name: _____ Date: _____

** Please note that the applicant or a representative must attend the HDC meeting to present the application and answer any questions. If nobody attends the meeting then the HDC may not take any action on the application.*

CITY USE ONLY

APPROVED AS NO NEGATIVE EFFECT

Yes	No	Signature Required
<input type="checkbox"/>	<input type="checkbox"/>	Director of Planning and Development: _____ Date: _____
<input type="checkbox"/>	<input type="checkbox"/>	HDC Chairperson: _____ Date: _____

Conditions: _____
