CITY OF BATH
APPLICATION FOR
HISTORIC DISTRICT AMENDMENT

Applicant Name: _____

[Applicant must own the property, or have an option or purchase and sales agreement to buy the property.]

Property Address: _____

Mailing Address: _____

Phone #: _____ Email: _____

Property owner if different:

Name: _____

Address: _____

Phone #: _____ Email: _____

Applicant's interest in property: _____

(owner, option holder, lessee, etc.)

_____

Date of Original Approval: _____

Size of parcel: _____

Map: _____ Lot: _____

Zoning: _____

Supporting materials submitted: (Please see submission requirements attached.)

_____

_____

_____

Brief Description of Original Request:

_____

_____

_____

Brief Description of Amendment Requested:

_____

_____

_____

1. Procedures and requirements for Historic District Review are contained in §8.12 of the City's Land Use Code, which is available in the City Clerk's Office. (Review procedure: Codes Enforcement Officer will review the plan to determine if the use is a permitted use, whether the space and bulk regulations are met, and if Historic District Review is required. Once the CEO determines these, it will be given to the Planning Director. The Planning Office will review the application and supporting materials, schedule the review by the Planning Board and deliver a copy of the plan to each Planning Board member.)

2. The Planning Board meets to review projects the first Tuesday of each month. For a project to be scheduled for review, we must have the complete application in the Planning Office **four weeks** prior to the date of the meeting.

3. Submit with this application a fee per Fee Schedule adopted by City Council.

4. To expedite the Planning Board meeting you should be prepared to address the Historic District approval criteria, Section 8.12, H of the Land Use Code. It works best if you do this in writing and it is part of your supporting materials.

The undersigned certifies that all information and materials submitted are true and accurate to the best of his/her knowledge, and understands that falsification or misrepresentation of any aspect of the project may cause the review process to be terminated or nullify any approvals granted.

Applicant name (printed or typed): _____

Applicant signature: _____

Telephone number: _____   Date: _____

Section 8.12, G. Submission Requirements

When the owner of the property or his/her authorized agent makes formal application for Historic District Review, the application must contain at least the following exhibits and information:

1. a fully executed application for Historic District Review signed by the applicant

2. 17 copies of plans or sketches of the building improvements, including the elevation drawing of any facade

3. photographs or sketches of the existing structure

4. other information and documentation as may be required by the Planning Board

    The Planning Board, or Historic District Committee under Subsection C, paragraph 2, above, may waive any of these requirements, upon written request from the applicant, when it determines that the scale of the project is of such limited size or the project is of a nature so as to make the information unnecessary.

Section 8.12, H. Approval Criteria

Prior to approving any application for Historic District Review, the Planning Board must find that the following criteria have been met:

1. The construction of the new building or the addition or change to the existing building is generally of such design, form, proportion, mass, configuration, building material, texture, color, and location on the lot as to be compatible with other buildings in the Historic Overlay District and with streets and open spaces to which it is visually related.

2. The construction of the new building or the addition or change to the existing building is visually related to the surrounding area in terms of the following factors. New buildings may vary from neighboring properties in architectural treatment, but the relative proportions should match those of surrounding properties.

    (a) Height: The height of the proposed building is consistent with the Comprehensive Plan or supporting documents pertinent to the Plan.

    (b) Width: The width of the proposed building is compatible with adjacent buildings and reflects the characteristic rhythm of facades along the street. If the site is large, the mass of the facade can be broken into a number of smaller bays.

    (c) Window Proportions: The window proportions, height versus width, are visually compatible with those of other windows in the same building and in other adjacent historic buildings of the same period. In the case of large plate-glass "display windows" on the ground floor, the large surface of glass can be divided into a number of smaller "panes" consistent with shop-front windows of the historic period that the building represents or, in the case of new

buildings, compatible with the window size of adjacent historic buildings, where appropriate. Also, the ratio of window area to solid wall should be similar to surrounding facades.

(d) Roof Forms: The roof pitch employed on new buildings is similar to those found on the adjacent buildings. If it is a gable-type roof, its orientation to the street should be the same as in neighboring buildings. Roofing materials should be harmonious with existing roofing material in the Historic Overlay District and roof colors should not dominate; dark, neutral colors and materials are best.

(e) Alternate-energy Devices: Wind generators, solar collectors, and similar alternate-energy devices may be utilized only if they can be installed in a manner in which they are not visible from a public way.

3. Before a structure may be removed or demolished or any exterior architectural detail or decorative element of an existing building may be removed or covered the applicant must demonstrate that the structure or exterior architectural detail or decorative element is not historically significant or that there is no alternative method of preserving the structure or the exterior architectural detail or decorative element.

4. It is the applicant's burden to prove that these criteria are met.

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