



OFFICIAL USE ONLY	
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Date to AHPC:	_____
Application Complete:	_____
Date AHPC Approved:	_____
Date AHPC Denied:	_____

**AMHERST HISTORIC PRESERVATION COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS -
ARCHITECTURAL REVIEW**

Pursuant to Chapter 121 of the Town of Amherst Code

SUBMITTAL PROCESS:

1. Apply for a Building or Demolition Permit and obtain zoning compliance approval from the Town Building Department.
2. Submit a complete Application for Certificate of Appropriateness with all required information from the checklist below to the Town Planning Department before the submittal deadline.

PROPERTY INFORMATION:

Address: _____

BRIEF DESCRIPTION OF SCOPE OF WORK:

APPLICANT: (IF APPLICANT IS NOT THE PROPERTY OWNER, APPLICANT MUST SUBMIT A LETTER OF AUTHORIZATION FROM PROPERTY OWNER TO ACT AS THEIR AGENT.)

Name/ Company Name: _____

Telephone Number: _____

Email Address: _____

Street Address, City and Zip Code: _____

PROPERTY OWNER (IF DIFFERENT FROM APPLICANT):

Name/ Company Name: _____

Telephone Number: _____

Email Address: _____

Street Address, City and Zip Code: _____

ARCHITECT OR CONTRACTOR INFORMATION:

Name/ Company Name: _____

Telephone Number: _____

Email Address: _____

Street Address, City and Zip Code: _____

WHO IS COMPLETING THE WORK?

Owner: Yes/ No

Applicant (if different from Owner): Yes/ No

Contractor: Yes/ No

PROJECT DESCRIPTION CHECKLIST:

By attachment to this application, provide all of the following items:

- Detailed written description of all proposed work. This should include a description of all proposed additions, proposed demolition of a portion or the entire building, proposed removal of materials/design elements, proposed addition of materials/design elements, and/or a new building. Please include a description of how work will be conducted.
- Color Photographs: Photographs of the building and site. Include overall elevation views and close-ups of all affected areas being modified. Include historic photos (if available.) Digital images submitted electronically are preferred.
- Current Property Boundary Survey.
- Building Drawing Set: Including scaled and dimensioned elevations indicating all exterior building materials and finishes to be used, floor plans, and roof plan. For changes and additions, the drawing set must show existing and proposed conditions.
- Perspective Drawings/Color Rendering.
- Site Layout Plan: Where demolition of a portion or the entire building is proposed, and/or an addition is proposed, and/or new building is proposed.
- Samples and description of materials and colors being proposed. (Indicate by manufacturer's name/color/number.)
- Provide all other information which the Commission may deem necessary in order to visualize/understand the proposed scope of work.

By signing below, I attest that I have read and do understand the above Review Procedures for Certificates of Appropriateness. I also agree that all information submitted on this application is true and accurate to the best of my knowledge.

Signature of Applicant **Date**

Print Name

FOUR (4) copies of this form and all supporting documents must arrive by 4:00 pm (end of day) two weeks prior to the monthly Historic Preservation Commission meeting. Upon submission of the complete application, one complete PDF shall be emailed to the Town of Amherst. Email address shall be provided at the time of submission.

