



TOWN OF NEW MARKET
CERTIFICATE OF APPROPRIATENESS
APPLICATION FORM

A Certificate of Appropriateness is required before construction, alteration, reconstruction, moving or demolition of any structure or appurtenance is made which would affect the exterior appearance of a structure or appurtenance visible or intended to be visible from an adjacent public way within either the Town Architectural Review District or the Town Historic District. The applicant proposing to make the construction or change shall file with the Commission an application for permission to build, alter, reconstruct, move, demolish, or make an addition. No permit for any such changes may be granted until the appropriate Commission has approved the Certificate of Appropriateness. (Use, Building and Sign Permit applications shall be made separately.)

Application Date*: _____

All completed applications must be filed at least 14 days in advance of the next regularly scheduled meeting

Application Filing Fee: \$ 35.00

Additions, alterations, fences, sheds, decks, signs.

New structures \$45.00

New prototypical units designs within an approved Design Matrix \$35.00 per unit.

New Subdivision matrixes \$200.00

For Office Use Only:

Fee Paid: \$ _____ Check #: _____ Cash: _____ NM Permit #: _____

To be reviewed by: _____ Historic District Commission (HDC) _____ Architectural District Commission

Property Owner Name: _____

Address: _____

Contact information Phone: (H) _____ (W) _____ (C) _____

Email Address) _____

Location of Work: Address: _____

Name of Subdivision (if any) _____

Description of Work:

____ Exterior Structure Alteration ____ New Construction ____ New house type for use in a
Subdivision ____ Fence ____ Accessory Structure ____ Other. Describe: _____

The following materials are required for a complete application*

(The HDC/ARC may require additional materials in order to carry out its functions and duties)

For alterations, additions, appurtenances, reconstructions:

- ___ An accurate drawing on paper of the exterior details or area to be changed.
- ___ Photos of the area to be changed showing the existing surroundings
- ___ Samples of materials to be used, copies of catalogue cuts or other supporting information as applicable.

For new construction:

- ___ A scaled or proportionate proportional site plan,
- ___ Scaled exterior elevations of all building sides,
- ___ Photographs of the site from several angles
- ___ Samples of materials to be used, copies of catalogue cuts or other supporting information as applicable.

For new house types in an approved Subdivisions Design Matrix:

- ___ Exterior elevations of all building sides and all façade options,
- ___ Samples of materials to be used, copies of catalogue cuts of proposed materials
- ___ Renderings or photos of the structure built elsewhere

For new Subdivision Design Matrixes:

- ___ written and graphic design standards and applicable covenants
- ___ A scaled or proportionate proportional site plan or subdivision plan with special lot requirements noted.

Owner's Signature: _____

For Office Use Only:

HDC/ARC

Approved: _____

Disapproved: _____

Conditions of Approval:

Date: _____