



# TOWN of NORTH SMITHFIELD

## Historic District Commission

Dear Applicant,

Before a Building Permit is approved for a property owner in a historic district in North Smithfield, the Historic District Commission must approve the submitted plans. Upon the Commission's approval, a Certificate of Appropriateness will be issued and then the Building Permit if all the necessary criteria is met.

The Commission meets on the first Wednesday of each month. Your application would be heard at the next regularly scheduled open meeting. The only requirement is that your paperwork be submitted no less than one week before the scheduled meeting.

It may be helpful to review the following documents-available from the Town Clerk or Building Inspectors offices-before submitting your application:

Standard for Review  
and/or, Rules and Regulations of the Commission.

Attached is an APPLICATION FOR A CERTIFICATE FOR APPROPRIATENESS. The first two (2) pages of this application are to be completed by the applicant and submitted to the Inspectors' Office. The application and submitted paperwork will be reviewed for completeness.

The Inspectors' Office will inform you of any further requirements that may not be listed below for your particular project.

If you would like to consult with the Commission before actually submitting an application, please call the secretary or any other Commission Member and ask to be placed on the next agenda.

### APPLICATION REQUIREMENT:

Eight (8) sets of the completed application including all plans (and photos if applicable) of:

- Elevation drawings
- Doors, windows, or trim details
- Site plan(s) of Structure(s), Landscape features

You may request assistance from the Inspectors' Office at (401) 767-2200 ext. 309

If there is an emergency repair needed, please apprise the Inspectors' Office of the situation.

HISTORIC DISTRICT COMMISSION

<b>Irene Nebiker</b> 28 Grange Road North Smithfield, RI 02896	767-2677
<b>Elizabeth Anne Martel</b> 181 Great Rd. P.O. Box 622 Slatersville, RI 02876	765-4554
<b>Marilyn Salzberg Bennett (Vacancy)</b> 776 Woonsocket Hill Road North Smithfield, RI 02896	769-4018
<b>Barbara A. Simmons</b> 22 Woonsocket Hill Road North Smithfield, RI 02896	766-3068
<b>Alison Peirce</b> 65 Great Road North Smithfield, RI 02896	769-8931
<b>Linda C. Frye</b> 810 Old Smithfield Road North Smithfield, RI 02896	766-8975
<b>Jeffrey Fontaine</b> 12 Deerfield Drive North Smithfield, RI 02896	765-1911

Seven member board  
Three year terms  
Appointed by Council

# TOWN OF NORTH SMITHFIELD HISTORICAL DISTRICT COMMISSION

## APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Date Submitted to Building Inspector: \_\_\_\_\_, 2 \_\_\_\_\_

Received By: \_\_\_\_\_

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

Historic District: \_\_\_\_\_

Plat #: \_\_\_\_\_ Lot: \_\_\_\_\_

Owner: \_\_\_\_\_ Tele. No.: \_\_\_\_\_

Mail Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Tele. No.: \_\_\_\_\_

Mail Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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### EXISTING CONDITIONS

Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Is property listed on the National Historic Register? Yes  No

Describe property / structures (e.g. architectural style, date of construction and general history, etc.) (Use back if necessary)

# PROPOSED WORK

Architect (if any): \_\_\_\_\_ Telephone No. \_\_\_\_\_

Contractor (if any): \_\_\_\_\_ Telephone No. \_\_\_\_\_

Person Responsible for Project: \_\_\_\_\_

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

Telephone No. \_\_\_\_\_

**DESCRIPTION OF WORK TO BE PERFORMED: (Use back or additional sheets if necessary)**  
**Please supply photographs, scaled drawings of plans, including elevations, sections, floor plans, and plot plan or any other documentation to assist the Historic District Commission in its review.**

\_\_\_\_\_ Alteration/Remodeling/Repairs                      \_\_\_\_\_ Addition  
\_\_\_\_\_ Demolition                      \_\_\_\_\_ Moving                      \_\_\_\_\_ New Construction

**DO NOT COMPLETE ANY MORE OF THIS DOCUMENT**

# COMMISSION REPORT

(internal use only)

1. Has the property been surveyed?      Yes                  No

If so, by Whom \_\_\_\_\_

2. What is the architectural and/or historical significance of the property?

3. How will the proposed changes affect the property itself?

4. How will the recommendation of the Commission liason regarding this application for a Certificate of appropriateness?

**CERTIFIED**

\_\_\_\_\_  
Commission Member

\_\_\_\_\_  
Date

# COMMISSION REPORT

(internal use only)

Has the property been surveyed?      yes      no

If so, by whom? \_\_\_\_\_

2. What is the architectural and/ or historical significance of the property?

3. How will the proposed changes affect the property itself?

4. How will the proposed changes affect the district/ area?

5. What is the recommendation of the Commission liason regarding this application for a certificate of appropriateness?

Certified

\_\_\_\_\_  
Commission member

\_\_\_\_\_  
Date

# ADMINISTRATIVE RECORD (for internal use only)

Hearing Date: \_\_\_\_\_, 20\_\_\_\_

Action: \_\_\_\_\_

Appeal Filed: \_\_\_\_\_, 20\_\_\_\_

# DECISION OF COMMISSION (for internal use only)

Including References to the Standards of Review:  
Including Stipulations and Conditions (if approved)

APPLICATION      \_\_\_\_\_ GRANTED      \_\_\_\_\_ DENIED

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Chairperson  
Historic District Commission  
North Smithfield R.I.

Dated: \_\_\_\_\_