



**Town of Effingham**  
**Historic District & Heritage Commission**  
**Applicant Checklist and Application for Certificate of Approval**

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**PLEASE READ ALL INSTRUCTIONS CAREFULLY.** It is important that all information be submitted as required. The checklist below must be completed as part of the application. Provide a response for all fields on the checklist and application. In the event a field and/or question is not applicable to the proposed work, indicate as such by entering "Not Applicable" or "N/A" as a response. Incomplete forms will be returned to the applicant for correction, which could cause delays in the process of reviewing your project.

**PLEASE NOTE:** It is **REQUIRED** that applications be submitted digitally, via email, to [hdhc@effingham.nh.gov](mailto:hdhc@effingham.nh.gov). In the event that an applicant does not have internet access, completed paper forms may be returned to the Selectmen's Office during regular business hours or mailed to: Town of Effingham, Attn: Historic District & Heritage Commission, 68 School Street, Effingham NH 03882 for scanning, with scanned documents to be emailed to the Commission.

All required fees, as outlined in the checklist below, must accompany this application. Make checks payable to: Town of Effingham.

*The applicant is cautioned that this checklist and application are only a guide and are not intended to be a complete list of all requirements. It is advisable to review all applicable zoning ordinances and/or district, town, and/or state regulations for full details.*

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**OWNER/APPLICANT NAME:** \_\_\_\_\_

**PROJECT LOCATION: TAX MAP #:** \_\_\_\_\_ **LOT #:** \_\_\_\_\_

**HISTORIC DISTRICT (circle one):**      **CENTER EFFINGHAM**      **LORD'S HILL**

**PROJECT LOCATION STREET ADDRESS:** \_\_\_\_\_

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**Applicant Checklist**

- \_\_\_\_\_ 1. Completed Application for Certificate of Approval, including, but not limited to:
- Owner information.
  - Agent information.
  - Property information
  - Description of the proposed work, including elevation sketches or architectural drawings.
  - Plat or grid diagram and any other supporting documentation.
  - Application must be received **at least 7 days prior** to a regular scheduled monthly meeting.
- \_\_\_\_\_ 2. Application fee of \$30.00 (Check made out to the Town of Effingham)

FOR **HD&HC** USE ONLY:

Application complete:      Yes      No

Certificate of Approval not required: \_\_\_\_\_

## Application for Certificate of Approval

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### Owner Information:

Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

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

The undersigned hereby requests permission for the work proposed and described in this application and attached documents. The undersigned understands that the Historic District & Heritage Commission (HD&HC) reserves the right to require additional information and/or specifications it feels necessary to make an informed decision and that the Certificate of Approval is void in the event of misrepresentation and/or non-compliance with Historic District rules and regulations, the zoning ordinance, site plan review, and any other applicable State and Town laws and regulations. The undersigned acknowledges that the HD&HC may grant variances on an “as necessary” basis only in so far as the variance relates to rules and regulations pertaining to the Historic Districts and not to the zoning ordinance as a whole, authorizes the HD&HC to enter the property to inspect the premises and/or review the specifics of this application, and accepts that the HD&HC may take up to a minimum of two (2) regularly scheduled meetings to make a decision on this application.

\_\_\_\_\_  
Signature of Owner/Applicant

\_\_\_\_\_  
Date of Application

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### Agent Information:

Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

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

The undersigned, as owner(s), hereby designate the person listed above as their agent for the purpose of procuring the necessary Certificate of Approval for the work as described herein. The undersigned acknowledge that representations made by the agent may be accepted as though made by them personally and that they are bound by any official decision made on the basis of such representations.

\_\_\_\_\_  
Signature of Owner/Applicant

\_\_\_\_\_  
Date of Application

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### Property Information:

Project Location: Tax Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Lot Frontage: \_\_\_\_\_

Historic District (circle one):

Center Effingham

Lord's Hill

Project Location Street Address: \_\_\_\_\_

What is the property's existing use? Check one: ☐ Residential ☐ Business ☐ Other (describe)

Does this application include a change of use? Circle one: Yes No

Is this property in a special flood hazard area? Circle one: Yes No

## Application for Certificate of Approval

### Proposed Work - Purpose:

The purpose of the proposed work is: (check one)

\_\_\_\_\_ to restore the appearance to that of the time of the happening of a historic event.

\_\_\_\_\_ to restore the appearance to that when constructed.

\_\_\_\_\_ to restore the appearance to that of a period later than when constructed.

\_\_\_\_\_ to restore the appearance to that typical of a period or architectural style.

\_\_\_\_\_ new construction of \_\_\_\_\_.

\_\_\_\_\_ to move an existing building to a new site.

\_\_\_\_\_ the demolition of a structure.

\_\_\_\_\_ other (describe): \_\_\_\_\_.

### Proposed Work – Setbacks & State Approvals:

Front Setback: \_\_\_\_\_ Rear Setback: \_\_\_\_\_ Left Side Setback: \_\_\_\_\_ Right Side Setback: \_\_\_\_\_

DES Septic System Approval #(if applicable/available): \_\_\_\_\_

*(Setbacks are the distance from the proposed project to the property boundary line. Determining which setbacks are the left and right side should be determined by viewing the property from the listed street address.)*

### Proposed Work - Detailed Description:

This description should include, but is not limited to, any proposed construction, alterations, repairs, demolition, or changes in use. Photographs of the affected areas of the property and/or building(s) may be included. It is beneficial to give as much detailed information as possible. *Attach additional sheets as necessary.*

### Part I – Location/Siting on Tax Map or Prepared Plat:

As applicable and/or appropriate, on a copy of the tax map for the property or on a prepared plat, show all present and proposed buildings and/or structures in their correct locations with the size of each (length and width), mark the setback distances noted in the “Proposed Work – Setbacks and State Approvals” section of this application, mark the location of the property’s well and septic system, and mark plans for site development and landscaping. *In the event a site visit is required, clearly mark the location of any proposed buildings and/or structures on the property using stakes and/or flags. Tax maps are available on the Town of Effingham’s website at [www.effinghamnh.net](http://www.effinghamnh.net). Those applicants that do not have internet access, may obtain a copy of their tax map from the Selectmen’s Office at 68 School Street in Effingham NH during regular business hours.*

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**Part II – Elevation Sketches and/or Architectural Drawings:**

A full-page sheet of white graph paper with a light gray grid. The grid consists of small squares, approximately 10 units wide by 10 units high. There are no margins or additional markings on the page.

### **Part III – Narrative Description of the Project:**

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.