

**HISTORIC DISTRICT COMMISSION  
FAÇADE RESORATION/CHANGES**

**Requirements, Scheduling and Fees**

To assist and expedite the approval process, the HDC asks that EACH applicant adhere to the following requirements:

- 1) Applications must be submitted at least 10 days prior to your “Informal Hearing”.
- 2) Substantial changes to all facades require public announcement. Therefore, a fee for \$55.29 made out to **Town of Plymouth** (for advertisement in local newspaper) is required and is to be submitted at least 3 weeks prior to your “Formal Review”. A list of abutters from the Assessor’s office will need to be obtained, along with a payment of \$1.00 for each abutter for mailing costs made out to “Town of Plymouth”.
- 3) Requirements:
  - **PHOTOGRAPHS:** Bright clear photographs of subject property (4”x6” minimum).
  - **PERMITS:** ALL permits from the Building Dept. MUST be stamped “Subject To HDC Approval”.
  - **SITE PLAN:** A site plan must be provided to show the location of the proposed building(s) and/or additions.
  - **ELEVATION DRAWINGS:** Complete detailed drawings and photographs of ALL areas proposed.
  - **MATERIALS:** Specify in writing a complete list of ALL building materials and manufacturer brand names with professional brochure where applicable.
  - **COLORS:** Specify in writing and indicate on the elevation drawings ALL colors and brand names, as well as paint samples or professional brochure.
  - **DEMOLITION:** Buildings or structures within the historic district CANNOT be demolished WITHOUT the review and consent of the Commission.
  - **FINAL PLANS:** Two sets of plans must be submitted prior to work or construction.
- 4) **All requirements MUST be submitted before your “Informal Hearing”.** Failure to do so will delay your hearing.

**When project is completed follow-up, photographs are required be sent to this office to be kept on file with original application.**

PLEASE NOTE: that each “initial” scheduled hearing will be considered as “INFORMAL REVIEW”. The above requirements MUST be presented on time in order for the Commission to consider each application complete for a “FORMAL REVIEW” which will be scheduled for the next HDC hearing. Failure to do so will result in further delay.

ALSO NOTE: It is the intent of the HDC to control a level of historic value and preservation to the structures within the district. This level of historic value is a benefit to the district as well as to the reputation of the Town of Plymouth as a whole. Failure to comply with the above requirements will result in further action by this Commission including non-criminal violation orders and fines provided by state (Chapter 40C, Section 13) and local law.

We appreciate your cooperation. Should you have any questions, please call the Administrative Secretary, Denise DeCoste in the HDC office at 508-747-1620 x10138.