

BALLARDALE HISTORIC DISTRICT COMMISSION
APPLICATION PACKET FOR CERTIFICATE OF APPROPRIATENESS

I. Address of BVHD Property: _____
Tax Map: _____ Lot Number: _____
Year Constructed: _____ Year purchased by owner: _____

II. Name of Property Owner (Printed): _____
Mailing Address: _____
Telephone: _____ Email: _____
Signature of Owner (Required): _____ **Date:** _____

III. Name of Applicant if not owner (Printed): _____
Mailing Address: _____
Telephone: _____ Email: _____
Relationship to Owner: Contractor Architect Other: _____
Signature of Applicant, if not owner: _____ **Date:** _____

- IV. Nature of Proposed Work (check all that apply):**
- | | |
|--|--|
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Moving a building |
| <input type="checkbox"/> New Construction/Addition | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Replacement of windows or doors | <input type="checkbox"/> Parking lot/area |
| <input type="checkbox"/> Repairs | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Fence or Retaining wall | |
| <input type="checkbox"/> Terrace, walkway, driveway or similar work (not at grade level) | |
| <input type="checkbox"/> Other: (please explain): _____ | |

- V. Materials required to Complete Application:**
Please provide ten (10) copies of the following:
- Completed application form
 - Written description of proposed change(s) and project scope
 - Site plan including dimensioned footprint of existing buildings, structures, driveways, and walls
 - Dimensioned floor plans and exterior elevations of any proposed additions, alterations, or new construction
 - 3D drawings of proposed addition or renovations
 - Dimensioned detail drawings of trim, columns, eaves or cornices
 - Dimensions of existing doors and windows to be replaced, dimension of proposed replacement doors and windows
 - Manufacture brochures and specifications of materials and/or products
 - Color photocopies of existing buildings, structures and/or site

FOR OFFICE USE ONLY:
Case Number: _____ Date Filed: _____ Public Hearing or Meeting Date: _____

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Instructions for Completing and Filing an Application:

If you live in or own property in BallardVale Historic District and are planning to do any work visible from a public way, a Certificate of Appropriateness must be issued by the BallardVale Historic District Commission before any work can proceed or a building permit will be issued. This includes renovation, replacement, construction, additions, or demolition to your house, outbuildings, swimming pools, fencing or retaining walls. Failure to receive approval could result in stop-work orders and/or monetary fines.

Once your application is received, you will be notified of the time, date, and location of the meeting. Meetings are usually held on the first Wednesday of every month at 7 pm at the Andover Town offices. You or your representative must be present at the Commission meeting.

Materials and documents that support your application will vary depending upon the size and scope of your project. See Minimum Support Materials and Documents on Page 3. Color photocopies or prints of existing conditions are requested for all applications.

See Flow Chart on Page 4 for Application sequence of events. This will give you an idea of the time needed to complete the application process.

Projects Subject to Review (if visible from a public way) including, but not limited to:

- Construction of a new building or structure
- Demolition of a building, structure, or wall
- Replacement of windows or doors, addition or subtraction of windows or doors
- Air conditioning units, condensers, and HVAC vents
- Swimming pools, pool houses
- Decks, posts, and railings
- Siding and trim, columns, brackets
- Fences
- Retaining walls and hardscape above grade
- Solar panels
- Commercial exterior lighting
- Change in material or design of house siding
- Signage, permanent
- Parking lots

Projects Exempt from Review:

- Ordinary maintenance, repair, or replacement using the same material and design
- Interior alterations that cannot be seen from the exterior
- Terraces, walks, sidewalks, driveways, if at grade level, landscaping of plants, trees, or shrubs
- Paint colors or roof material colors
- Storm doors, storm windows, and screens
- Window air conditioners that are non-permanent
- Temporary signage displayed for 90 days or less, or signs 2 square feet or less
- Residential exterior lighting

To be on the next BVHDC agenda, submit 10 copies of the application and all supporting documentation at least 12 days prior to the next meeting to:

Building Department, Town Offices, 36 Bartlet St., Andover, MA 01810, lower level

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Minimum Support Materials and Documents:

New Construction/Addition

Site plan
Architectural dimensioned floor plans and elevations
Photos of existing house and site

Windows and Doors

Photos of existing house and windows or doors
Manufacturer Brochure and or specification sheets
Dimension of windows or doors (both proposed and existing)
Material of window or doors
Width, style, and type of divided light/grills

Please note: BVHDC prefers the restoration of original window sashes. Otherwise, we prefer simulated divided lights (grills permanently adhered on outside, inside, and interior spacer bar) or grills permanently adhered on outside of the glass. The BVHDC has never approved removable “snap in” grills or grills between the glass (GBG).

Deck, Posts, and Railing

Manufacturer Brochure and/or specification sheets
Site plan, dimensioned floor plans, and elevation showing deck
Dimension and materials of decking, railing, columns, skirt, stair
Photos of existing house deck, posts, and railings

Fencing

Manufacturer Brochure and/or specification sheets
Site plan showing fence, house, street location
Dimension and materials of fencing
Photos of existing house and site

Signage

Rendering of the sign showing accurate dimensions and method of display
Color samples and material specifications
Photos of building
Image of the sign at appropriate scale in proposed location

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