



# TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MA 02664-4451  
Telephone (508) 398-2231 Ext. 1292--Fax (508) 398-0836

## OLD KING'S HIGHWAY HISTORIC DISTRICT COMMITTEE

### CERTIFICATE OF EXEMPTION

Attached is the Yarmouth Old King's Highway Regional Historic District Committee's application for a **Certificate of Exemption (C/E)**. Exemption applications are used to establish that "a proposed activity is not visible from a way or public place or when the activity has been specifically exempted by the regional commission." **A listing and explanation of categories entitled to exemption consideration are included in the application package.** The required application information for each exemption category is listed on the following pages. Application packages must be complete at the time of submission. If you have any questions concerning these requirements, please consult the Office Administrator.

**The application fee for a C/E is \$20.00.** Once accepted by the OKH office, application fees are nonrefundable. The **fee doubles** if the work is undertaken before the applicant has obtained approval from the Committee. (Please note: Such work is undertaken at the applicant's risk. The Committee may not approve the application, and work prematurely begun may be required to be returned to its original state; e.g., windows removed, structures repainted, fences removed, etc.)

Please return the completed application packet to the OKH Office Administrator either by mail or in person at Town Hall. Once the application has been received and reviewed for completeness by the Office Administrator, the Yarmouth OKH Committee Chairman will be notified. If possible, he/she will review the application within the next 2-3 business days and determine the appropriateness of the project. In some instances, the application's review may have to wait for the next regular meeting of the OKH Committee. Please check with the Office Administrator for more information.

**Checks or cash** are acceptable forms of payment. If requested, written receipts are available. Please make checks payable to the **Town of Yarmouth**. The Town Collector requires the following information on checks:

Personal checks – Name, address, phone number

Business checks – Company's name, address, phone number, plus name of signee (printed or legibly written)

## EXTERIOR FEATURES ELIGIBLE FOR CERTIFICATE OF EXEMPTION APPLICATION

There are **three (3)** categories of work that can be considered for a Certificate of Exemption:

- 1) Exterior construction that will **not** be visible from any way or public place
- 2) Exterior construction that is within a category declared entitled to exemption by the Old King's Highway Regional Historic District Commission.
- 3) Small exterior projects that may be dealt with administratively and do not require the full Committee for approval. (This category is subject to determination by the OKH Committee Chair.)

**The following is a list of features that are covered by the second category:**

Arbors & trellises: A single arbor or trellis of lightweight, wooden construction may be allowed if 9 feet or less in height.

Commemorative plaques: Plaques issued to signify the inclusion of a structure on the National Register of Historic Places and/or Captains' Mile shall be no larger than 1 square foot and shall be affixed to the structure.

Fences: Wooden fences (4 feet or less in height), may be eligible for exemption consideration if appropriate for the site & the associated structure(s) and if constructed in the following styles:

1. Split, half-round, or round post and rail in natural (unpainted) finish
2. Square rail in white or natural (unpainted) finish
3. Vertical picket in white finish or natural (unpainted) finish
4. Vertical flat board with cap rail 4-6 inches wide in white or natural (unpainted) finish.
5. Finished side of fence must face out from fenced in area.

Flagpoles: A freestanding flagpole, 25 feet or less in height, may be allowed as an exempt item provided that it is erected 20 feet or more from any way. Wooden poles must be white or natural finish; aluminum or fiberglass poles must have a white finish.

Freshwater Seasonal Docks & Piers: Freshwater seasonal docks and piers with their floats and pilings properly licensed and permitted by all other state and local authorities are eligible for exemptions.

Hedges: Natural, not to exceed 4 feet in height.

Roofs: Architectural, wood-style asphalt roof shingles (black, gray, weatherwood, or pewterwood color) and natural wooden cedar shingles only may be allowed as an exempt item. Shingles must be consistent with the style and color of the building and have an exposure to the weather of 5 inches or less.

Sheds: A single wooden shed may be allowed as an exempt item for residential use if appropriate for the site and associated structures, and if it meets the following criteria:

1. Size: 120 square feet or less in floor area; 12 feet or less to ridgeline
2. Roof pitch: Roof must have at least a 7/12 pitch, which means that the roof must rise at least 7 inches for every 12 inches of run **OR** match the roof pitch of existing house.
3. Roof Material: Asphalt or wood shingles must be used. If asphalt shingles are used, they must match the roof color of the existing house.
4. Siding: Clapboards and/or cedar shingles are preferable; barnboard is acceptable. **Texture T1-11 is not acceptable siding material.** Sheds must conform to the same regulations as houses with regards to vinyl siding. Vinyl can only be used on the front of the shed; the other 3 sides must be wood. In addition, vinyl can only be used on the front of a shed if such use matches the materials used on the house. Plastic sheds are not eligible for exemption consideration.
5. Doors & windows: At least one door and one proportional window are required.
6. Color: Natural (unpainted), white, light gray, or a color matching the existing house.
7. Foundation: 12 inches or less of exposed foundation is required.
8. Location: At least the minimum distance required by the town from the side and rear of lot lines. The front of the shed shall not be extended farther forward on the lot than the rear wall of the existing house.

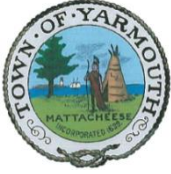
Walls: Natural fieldstone walls are eligible for consideration if they are 30 inches or less in height. Walls constructed of cement or other materials are not eligible for exemption consideration.

## CERTIFICATE OF EXEMPTION FILING REQUIREMENTS

**ALL exemption applications to include color photos of the front of the house & the location of proposed work.**

### **Additional requirements (Listed alphabetically by project type):**

1. Additions or other structural changes (e.g., handicapped ramps, changed window location, decks, etc.) not visible from any way or public place:
  - a) Elevations/drawings (all 4 sides); 1/4" to 1' minimum scale
  - b) Color chips/samples for siding & roof, as well as for shutters, doors, etc. (Exception: If colors will match existing house colors, please note it on application & make sure that color photos show roof and paint color.)
  - c) Plot/site plan showing location of changes (not necessary to changes to façade only).
  - d) Any other information that the applicant feels would assist OKH in determining the appropriateness of project.
2. Arbors & trellises:
  - a) Drawing showing dimensions and style. Detailed description of materials & colors.
  - b) Plot plan showing proposed location.
3. Commemorative plaques: Please note proposed location of plaque on photos.
4. Decks not over 50% visible from any way or public place:
  - a) Elevations providing specific information as to size of deck, style & height of balusters, location of stairs, etc.
  - b) Color chips/samples for decking, balusters, and rails. (Exception: If color will match existing house colors, please note on application and make sure that photos show existing colors.)
  - c) Plot/site plan showing footprint of deck against footprint of house.
  - d) Any other information that the applicant feels would assist OKH in determining appropriateness of project.
5. Fences/walls/hedges/ornamental boulders:
  - a) Site plan indicating location of proposed work with running footage and gates, if any. Also, indicate on plan any existing fences/walls/hedges. (Color coding helps.)
  - b) Provide picture/drawing illustrating style of proposed fence or wall; type of plant(s) for hedge. (Note: Height should not exceed 4 feet.)
  - c) Indicate materials and colors for proposed fence or wall.
  - d) Any other information that the applicant feels would assist OKH in determining appropriateness of project.
6. Flagpoles:
  - a) Size, material, and color of pole
  - b) Plot plan showing location of pole relative to street/way & house/building.
7. Freshwater docks & piers:
  - a) Plot plan showing location of dock/pier.
  - b) Elevations/drawings of dock/pier; material/color list.
  - c) Copies of all required licenses & permits must be submitted.
8. Roofs:
  - a) Photos of existing roof (including photo of front of structure)
  - b) Description of proposed roof including material, style, & color. (Sample preferred.)
9. Sheds (not more than 120 square feet):
  - a) Elevations/drawings of all 4 sides; 1/4" to 1' minimum scale.
  - b) Color chips/samples for painted/stained sheds & roofs, as well as shutters, doors, window boxes, etc. (Exception: If color will match existing house colors, please note on application & make sure that photos show existing colors.)
  - c) Plot/site plan showing location of structure in relation to existing structures on property.
  - d) Any other information that the applicant feels would assist OKH in determining appropriateness of project.
10. Window/door replacements/garage door replacements:
  - a) List number & location of windows/doors to be replaced (can be indicated on photos).
  - b) List manufacturer, style, color, & grid pattern of windows.
  - c) Include photo or drawing of proposed garage door, material, and color.



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### WAIVER OF 45-DAY DETERMINATION

The applicant/applicant's agent understands and agrees that due to the current declared National and State public health emergencies the determination of our Application for a Certificate of Appropriateness/Demolition/Exemption may not be made within 45 days of the filing of such application.

The applicant agrees to extend the time frame within which a determination is to be made as required by the Old King's Highway Regional Historic District Act.

#### ***SECTION 9 -Meetings, Hearings, Time for Making Determinations***

*"As soon as convenient after such public hearing; but in any event within forty-five (45) days after the filing of application, or within such further time as the applicant shall allow in writing, the Committee shall make a determination on the application."*

Applicant understands that the review of this application will be scheduled as soon as the situation allows.

Applicant/Agent Name (please print): \_\_\_\_\_

Applicant/Agent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application #: \_\_\_\_\_



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### APPLICATION FOR CERTIFICATE OF EXEMPTION

Application is hereby made for the issuance of a Certificate of Exemption under Sections 6 and 7 of Chapter 470 of Acts of 1973, as amended, for the proposed work **as described below and on plans, drawings, or photographs accompanying this application.**

**Type or print legibly:**

Address of proposed work: \_\_\_\_\_ Map/Lot # \_\_\_\_\_

Owner(s): \_\_\_\_\_ Phone #: \_\_\_\_\_

**All applications must be submitted by owner or accompanied by letter from owner approving submittal of application.**

Mailing address: \_\_\_\_\_ Year built: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred notification method: \_\_\_\_\_ Phone \_\_\_\_\_ Email

Agent/Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Email: \_\_\_\_\_ Preferred notification method: \_\_\_\_\_ Phone \_\_\_\_\_ Email

**Description of Proposed Work (Additional pages may be attached if necessary):**

Signed (Owner or agent): \_\_\_\_\_ Date: \_\_\_\_\_

- |  |
|--|
| <ul style="list-style-type: none"> <li>&gt; Owner/contractor/agent is aware that a permit may be required from the Building Department. (Check other departments, also.)</li> <li>&gt; This certificate is good for one year from approval date or upon date of expiration of Building Permit, whichever date shall be later.</li> </ul> |
|--|

**For Committee use only:**

Date: _____
Amount _____
Cash/CK #: _____
Rcvd by: _____

\_\_\_\_\_ Approved      \_\_\_\_\_ Approved with changes      \_\_\_\_\_ Denied

Reason for denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

APPLICATION #: \_\_\_\_\_