



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 APPROPRIATENESS

Attached is the Yarmouth Old King's Highway Regional Historic District Committee's application for a **Certificate of Appropriateness (COA)**. Deadlines for application submission and corresponding meeting dates can be found on the next page. Please pay close attention to the due dates; they are set to accommodate legal deadlines for *The Cape Cod Times* and cannot be waived. Applications must be complete at the time of submission. Please note that agendas may close prior to the deadline at the discretion of the Committee Chairman; OKHC accepts only 12 applications per hearing. If you have any questions concerning these matters, please consult the Office Administrator.

Hearing notices will be publicly posted and advertised under legal notices in *The Cape Cod Times* at least one week prior to the public hearing. The notices will include the property owner's name, address where the work will take place, brief description of the project, and the time and place of the hearing. Applications and supporting materials will be available to abutters and other interested parties at the Old King's Highway office at Town Hall prior to the meeting.

Please note: The applicant or contractor/agent is required to attend the hearing to present the application. If no one is able to attend the hearing, please send a letter to the OKH Committee office requesting that the Committee act in the applicant's absence **or** that the application be tabled to a meeting when a representative is available. In the case of vinyl, aluminum, or other synthetic siding or trim, the agent/contractor MUST attend the hearing.

The Yarmouth OKH application fees are listed in the following table (subject to change):

Type of Work	Residential	Commercial
New Construction	\$ 75	\$100
Additions/Alterations (e.g., attached garage, dormers, sunroom, deck, windows, solar panels, etc.)	\$ 40	\$ 60
Miscellaneous site structures (e.g.: detached garages, sheds, fences, stone walls, etc.)	\$ 25	\$ 25
Exterior Painting	\$ 25	\$ 50
Signs	\$ 25	\$ 25

All fees double if the work is started before the applicant has obtained OKH approval. In addition, such work is undertaken at the applicant's risk. If the application is denied at the hearing, the work may be required to be returned to its original state, e.g., windows removed, structure repainted, fence removed, etc. **Fees are nonrefundable.**

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)

PLEASE REFER TO ATTACHED APPLICANT'S RESPONSIBILITIES & CHECKLIST PAGES FOR SPECIFIC INFORMATION ON THE COMPLETION & SUBMISSION OF THE COA APPLICATION PACKET.

YARMOUTH OLD KING'S HIGHWAY HISTORIC DISTRICT COMMITTEE
APPLICANT'S RESPONSIBILITIES & APPLICATION CHECKLIST

APPLICANT'S RESPONSIBILITIES:

1. All applications shall be filed on Commission-approved forms available at Town Hall and on the Town of Yarmouth website (www.yarmouth.ma.us). An incomplete application can be the basis for rejection or denial of a filing. If you have any questions concerning your application, please check with the Office Administrator for clarification.

2. **Number of copies:**

Certificate of Appropriateness Application (Front page) ___ 1 copy
General and/or sign spec sheet ___ 4 copies
Abutters' List (Map & Lot numbers only) ___ 1 copy
Elevations (Minimum acceptable scale: 1/4" = 1') ___ 4 copies
Plot/Landscaping Plans ___ 4 copies
Color Photos(Front of house & location of proposed work) ___ 4 copies

3. **General & Sign Specification Sheets:**

Materials to be used (including detailed descriptions of size, style, and composition) must be specified. Color chips for any color other than white are required. The only pre-approved color is white; all other colors must be approved by the OKH Committee. The only exception is the use of colors that match those already on the structure and that were previously approved by the OKH Committee. Color photos (see #2 above) are required; "to match existing" should be noted on specification sheet. If a material is to be left "natural" (unpainted), please include that information on the spec sheet. Manufacturer's information/brochures for windows, doors, garage doors, etc. should be attached. Please note grid pattern and type (snap-in, between glass, permanently applied, etc.) for windows. Skylights should have a flat, not curved or "bubble", profile.

4. **Abutters' Lists:**

Map and Lot numbers for properties directly abutting and directly across the street from the work location are required. Instructions for obtaining the abutters Map and Lot numbers can be found on the Old King's Highway Department page on the Town website: www.yarmouth.ma.us. Check with Office Administrator.

CHECKLIST FOR REQUIRED APPLICATION INFORMATION:

1. **New Building Construction (e.g., residence/commercial, shed, freestanding garage, etc.)**

- _____ a. Certificate of Appropriateness, Specification Sheet, and Abutters' Lists
_____ b. Elevations/drawings of all 4 sides to scale (Minimum scale accepted is 1/4" = 1')

PLUS:

For new houses or commercial buildings:

_____ Topographical plot plan including new building(s), landscaping, retaining walls, exterior lighting, and utility/HVAC hookups.

For sheds and other auxiliary buildings:

_____ Plot plan and color photos showing location of new building in relation to existing building(s).
_____ Color photos of front of house and location of proposed building.

2. **Additions/Alterations (e.g., sunroom, attached garage, dormers, vinyl siding, new chimney, stairs, porches/decks, windows/skylights, doors, window boxes, solar panels, lamp posts, etc.)**

- _____ a. Certificate of Appropriateness, Specification Sheet, Abutters' List
_____ b. Color photos showing front of building PLUS affected sides.
_____ c. Brochure or manufacturer specification sheet showing type of window, skylight, door, solar panel, lamp post, etc.
_____ d. Elevations to scale required for changes to building's "footprint"; not necessary for windows, doors, and the like UNLESS the location or size of items on façade is changing. (Minimum acceptable scale is 1/4" = 1')
_____ e. Plot plan showing location of new work relative to existing building(s). (Only required for work affecting "footprint" of building, e.g., deck addition.)
_____ f. For solar panels: An aerial drawing to show the area and layout design.

CHECKLIST CONTINUED...

3. Exterior painting with color change:

Note: White is the only pre-approved color not requiring Committee approval. Structures may also be repainted in existing color(s) without additional Committee approval.

- _____ a. Certificate of Appropriateness, Specification Sheet, and Abutters' List.
- _____ b. Color photos of structure

4. Wood fences/stone walls:

Note: ALL new or altered fences and stone walls require OKH approval regardless of height or material. Vinyl fences, regardless of height, are NOT allowed in the OKH District.

Fences up to 4 feet high *may* be eligible for Certificate of Exemption approval; check with OKH Office Administrator.

Height limit for fences is 6 feet. Taller fences will be considered based on topographical conditions.

Location of fencing over 4 feet high is not approved forward of front fascia of building.

Finished side of fence must face out from fenced in area.

Chain link fences and concrete walls are not usually considered appropriate.

- _____ a. Certificate of Appropriateness, Specification Sheet, Abutters' List
- _____ b. Color photos of house PLUS color photos showing proposed location of fence/wall.
- _____ c. Plot plan showing running footage/location of fence/wall in relation to other structures. Include placement of any gates and setbacks.
- _____ d. Drawing, brochure, or photo showing style of proposed fence or wall.

5. Signs: (Please note: Signs have a separate Specification Sheet.)

- _____ a. Certificate of Appropriateness, Sign Specification Sheet, and Abutters' List
- _____ b. Drawings to scale showing total square footage; style and size of lettering' material of sign board. (Minimum acceptable scale is 1/4" = 1'.) Paint must have matte finish. Indicate where light for sign (if any) will be placed.
- _____ c. Material of post (if freestanding) or style & material of attachment to building. Freestanding signs have a maximum size of 12 square feet and cannot be higher than 6 feet at crossbar.
- _____ d. Plot plan showing location of sign and relation of sign to building and street. (In accordance with Yarmouth sign bylaw, freestanding signs must be 6' from property line.)
- _____ e. Color photos of building showing where sign will be affixed or where freestanding sign will be placed.



OLD KING'S HIGHWAY HISTORIC DISTRICT COMMITTEE

**APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS**

Application is hereby made for issuance of a Certificate of Appropriateness under Section 6 of Chapter 470, Acts of 1973 as amended, for proposed work as described below & on plans, drawings, photographs, & other supplemental info accompanying this application. **PLEASE SUBMIT 4 copies OF SPEC SHEET(S), ELEVATIONS, PHOTOS, & SUPPLEMENTAL INFORMATION.**

Check All Categories That Apply: Indicate type of Building: _____ Commercial _____ Residential

1) Exterior Building Construction: _____ New Building _____ Addition _____ Alterations _____ Reroof _____ Garage
 _____ Shed _____ Solar Panels _____ Other: _____

2) Exterior Painting: _____ Siding _____ Shutters _____ Doors _____ Trim _____ Other: _____

3) Signs/Billboards: _____ New Sign _____ Change to Existing Sign

4) Miscellaneous Structures: _____ Fence _____ Wall _____ Flagpole _____ Pool _____ Other: _____

Please 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:

Signed (Owner or agent): _____ Date: _____

- Owner/contractor/agent is aware that a permit is required from the Building Department. (Check other departments, also.)
- If application is approved, approval is subject to a 10-day appeal period required by the Act.
- This certificate is good for one year from approval date or upon date of expiration of Building Permit, whichever date shall be later.
- All new construction will be subject to inspection by OKH. OKH-approved plans MUST be available on-site for framing & final inspections.

For Committee use only: _____ Approved _____ Approved with _____ Modifications _____ Denied

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

Reason for Denial: _____

Signed: _____

Date Signed: _____

GENERAL SPECIFICATION SHEET

Project Address: _____

FOUNDATION: Material: _____ Exposure (Not to exceed 18"): _____

CHIMNEY: Material/Color: _____ **GUTTERS:** Material/Color: _____

ROOF: Material: _____ Pitch (7/12 min) _____ Height to Ridge: _____ Color: _____

SIDING: Material/Style: Front: _____ Sides/Rear: _____ **COLOR CHIPS**
Color: Front: _____ Sides/Rear: _____

TRIM: All windows & doors to be trimmed with: 1x4 1x5 (Circle one.)
Material: _____ Color: _____

DOORS: Qty: _____ Material: _____ Color: _____

Style/Size (if not listed/shown on elevations): _____

STORM DOORS: Qty: _____ Material: _____ Color: _____

GARAGE DOORS: Qty: _____ Mat'l: _____ Style: _____ Color: _____

WINDOWS: Qty/side: Front: _____ Left: _____ Right: _____ Rear: _____ **Color:** _____

Manufacturer/Series: _____ Material: _____

Grilles (Required): Pattern (6/6, 2/1, etc.) _____ Grille Type: True Divided Lite: _____
Snap-In: _____ Between Glass: _____ Permanently Applied: _____ Exterior _____ Interior

STORM WINDOWS: Qty: _____ Material: _____ Color: _____

SHUTTERS: Mat'l: _____ Style: Paneled _____ Louvered _____ Color: _____

SKYLIGHTS: Qty: _____ Fixed _____ Vented _____ Size _____ Color: _____

DECK: Size: _____ Decking Mat'l: _____ Color: _____

Railing Mat'l: _____ Style: _____ Color: _____

WALLS/FENCES* (Max 6' height): Height: _____ Mat'l: _____

Style: _____ Color: _____

(Show running footage & location on plot plan.) *Finished side of fence must face out from fenced in area.

UTILITY METERS/HVAC UNITS: Location: _____ Screening: _____

LIGHTS: Qty: _____ Style: _____ Color: _____

Location(s): _____

LIGHT POSTS: Qty: _____ Material: _____ Color: _____

Location(s): _____

Additional information: _____

SIGN SPECIFICATION SHEET

Project Address: _____

Year Built: _____

Check one: _____ New Sign _____ Addition/Alteration to Existing Sign
 _____ Freestanding _____ Affixed to Building

COLOR CHIPS

For Affixed Signs:

Style of mounting fixture: _____ Color: _____

Size of sign: _____ Material: _____

Lettering: Style _____ Color(s): _____

Please note sign placement on elevation(s) and attach full-color mockup(s) of proposed sign(s) including artwork and colors.

For Freestanding Signs:

Style of signboard: _____ Material: _____

Size: _____ Color(s): _____

Lettering: Style _____ Color(s): _____

Posts: Material _____ Color(s): _____

Height to crossbar (not to exceed 6'): _____ Single-faced: _____ Double-faced: _____

Please note sign placement on plot plan and attach full-color mockup(s) of proposed sign(s) including artwork and colors.

For All Signs:

Lighted: _____ Yes _____ No

Type/placement of lighting: _____

Screening of Lights: _____

Additional information:

**TOWN OF YARMOUTH
OLD KING'S HIGHWAY HISTORIC DISTRICT COMMITTEE**

ABUTTERS' LIST

Applicant's (Owner) Name: _____

Property Address/Location: _____

Hearing Date: _____

Notices must be sent to the applicant and abutters (including owners of land on any public or private street or way) whose property directly abuts or is across the street from the applicant. The OKH Office will send out notices using the addresses as they appear on the most recent applicable tax list.

Note: Instructions for obtaining the abutters Map and Lot numbers can be found on the Old King's Highway Department page on the Town website: www.yarmouth.ma.us

	Map Number	Lot Number
Applicant Information:		

	Map Number	Lot Number
Abutter Information:		

Application #: _____



OLD KING'S HIGHWAY HISTORIC DISTRICT COMMITTEE

**45-DAY TIMEFRAME
WAIVER**

Application #: _____

Project Address: _____

Application Received Date: _____

45 Day Decision Deadline: _____

I/We, the undersigned owner, contractor, or agent, do hereby waive the 45-day timeframe for a determination on our application for a Certificate of Appropriateness/Demolition/Exemption by the Old King's Highway Historic District Committee for the following project:

Date: _____

Signed: _____

Owner

Owner

Contractor/Agent

Meetings are held on the 2nd and 4th Monday at 7:15 p.m. in the Hearing Room at Town Hall, 1146 Route 28, South Yarmouth unless otherwise noted. This schedule is subject to change.

*Filing Deadlines (Noon on Wednesdays)	Meeting Dates
December 21, 2022	January 9, 2023
January 4, 2023	January 23, 2023
January 25, 2023	February 13, 2023
February 8, 2023	February 27, 2023
February 22, 2023	March 13, 2023
March 8, 2023	March 27, 2023
March 22, 2023	April 10, 2023
April 5, 2023	April 24, 2023
April 19, 2023	May 8, 2023
May 3, 2023	May 22, 2023
May 24, 2023	June 12, 2023
June 7, 2023	June 26, 2023
June 21, 2023	July 10, 2023
July 5, 2023	July 24, 2023
July 19, 2023	August 14, 2023
August 9, 2023	August 28, 2023
August 23, 2023	September 11, 2023
September 6, 2023	September 25, 2023
September 20, 2023	October 11, 2023 (Wed)
October 4, 2023	October 23, 2023
October 25, 2023	November 13, 2023
November 8, 2023	November 27, 2023
November 22, 2023	December 11, 2023

Legal Notice is published in *The Cape Cod Times* & posted at the Town Clerk's Office.

In the event of inclement weather, please check website for cancellations: www.yarmouth.ma.us