

BRISTOL HISTORIC DISTRICT COMMISSION

APPLICATION GUIDELINES FOR REVIEW OF PROPOSED WORK

STATEMENT OF PURPOSE: The Historic District Commission was established by the Town of Bristol to carry out the Regulation of the Historic District and Individually Listed Structures outside of the District. The ordinance was enacted in order to:

1. Safeguard the heritage of Bristol by preserving historic district(s) and designated structures of historic and/or architectural value in the Town of Bristol which reflect elements of Bristol's cultural, social, economic, political, and architectural history
2. Stabilize and improve property values in established historic districts and designated structures of historic and architectural value
3. Maintain and foster civic beauty of Bristol
4. Strengthen the economy of Bristol
5. Promote the use of historic districts and other designated structures for the education, pleasure, and welfare of the citizens of Bristol

GUIDELINES: The Historic District Commission has established the following guidelines and procedures in order to develop standards within the Historic District and Designated Structures and to promote better understanding of the Commission's deliberations. The Commission encourages prospective applicants to contact the Staff Assistant at 253-7000 x244 to review any questions or uncertainties they might have about criteria used by the Commission in reviewing the applications.

WHO MUST APPLY: Any person, individual, organization, firm, or corporation proposing to erect a structure within a historic district, or to alter, repair, move, or demolish an existing structure or lot within a historic district or individually listed structure or lot in any manner affecting its exterior appearance.

APPLICATION REQUIREMENTS: The Historic District Commission meets on the first Thursday of each month at 7:00 PM in the Bristol Town Hall (on legal holidays, the meeting will be held on the second Thursday of the month.) Applications to be reviewed at a particular monthly meeting must be completed and received by noon the Tuesday two weeks prior to that meeting. You may call the Staff Assistant for the Bristol Historic District Commission at 253-7000 extension 244 to obtain a particular deadline date. The application deadline for each meeting is also posted on the front of the Historic District Commission desk in the Bristol Town Hall.

A COMPLETE APPLICATION CONSISTS OF THE FOLLOWING:

- ❑ A **completed BHDC Application for Review** form **signed and dated** by the applicant, describing all existing conditions and proposed changes, (please be as specific as possible, noting directions).
- ❑ **Photographs:** showing elements to be worked on, specific details to be replicated. Although the BHDC staff does photograph the property, it is helpful for the applicant to take pictures of specific points of work on the building/property.
- ❑ Drawings or marked Xeroxes of photographs illustrating the location(s) and design(s) of proposed awning(s), sign(s), and fence(s). Drawings must note materials, dimensions, lettering (if any), and all colors proposed.
- ❑ **Scaled** plans, elevations and section drawings as necessary, illustrating existing conditions and proposed changes. All drawings should show:
 - ❑ proposed changes
 - ❑ dimensions
 - ❑ materials in relationship to major architectural features: e.g. a new door should be shown in context with the entire elevation
 - ❑ site plan
 - ❑ for barrier free access: sections: for major changes in grade, show relationship to the building and other site elements
- ❑ A **site plan**, preferably scaled, **illustrating the proposed changes** in context with the building, other existing site elements, and the property lines. Indicate north arrow.
- ❑ **Manufacturer's product sheet** of proposed elements including but not limited to fences, awnings, railings, fire escapes, mechanical/electrical equipment, signs, windows, and doors.
- ❑ For structural demolitions, a written report from an engineer licensed in Rhode Island, and/or from the Building Inspector of the Town of Bristol as to the structural soundness of the building and its adaptability for rehabilitation. Any dangerous conditions should be identified. A description of the proposed replacement (if any) for the structure, including schematic plan elevation drawings.
- ❑ **List of work to be done:** in some cases, this list is helpful in supplementing the other information. Past applicants have submitted a detailed item by item list stating proposed changes and specifications of materials to be used.

******Maximum drawing size is 11"x17". Drawings larger than 11"x17" will NOT be accepted.******

APPLICATIONS LACKING THE NECESSARY DETAILS AS DESCRIBED ABOVE, WILL BE RETURNED TO THE APPLICANT FOR COMPLETION. The filing date of the completed application, as listed above is the Date of Application.

PRESENTATION TO THE COMMISSION: Applicants submitting completed forms and dated by the time defined herein, will be placed on the Agenda of the Historic District Commission in the next available time slot and listed in the “Bristol Phoenix” the week before and on the day of the meeting. Applicants are expected to be available to present the project and to answer questions posed by the Commission members. The Applicant may have an architect, contractor, or other advisor assist with the presentation and questions. NOTE: All meetings of the Bristol Historic District Commission are open to the general public and subject to the Rhode Island Laws on Open Meetings,

DEADLINES: The failure of the Commission to act within 45 days from the date that a proper and complete Application is filed with it shall be deemed to constitute approval unless an extension is mutually agreed upon by the Applicant and the Commission. In the event, however, that the Commission shall make a FINDING that circumstances of a particular application requires further study and information that can be obtained within the aforesaid period of 45 days, then and in said event, the Commission shall have a period of up to 90 days within which to act upon such application.

APPROVALS: The Historic District Commission can take no action that changes, alters or subverts any Zoning, Planning, Wetlands, Coastal Resources, or other Legal Regulations that affect a particular property. All required APPROVALS from such bodies must be obtained before application to the Commission and evidence of these submitted with an application.

APPEALS: Appeals from any decision made by the Commission are made to the Bristol Zoning Board of Review according to their regulations.