

APPLICATION REQUIREMENTS CHECKLIST

It shall be the duty and responsibility of the applicant to file a fully completed application (see below) including:

- An accurate list of all abutters with their permanent mailing addresses. The abutter list and mailing address of each abutter for notification is provided by Orleans building inspector's office with the fees associated by the number of abutters. The Old Kings Highway regulation defines an abutter as a property with a common property line with the property being certified (this is not a common abutter definition).
- Applications shall include exterior plans and details as well as any related information and material that will assist the Committee in determining, the appropriateness of the project. Incomplete filings may be a basis for denial of the application. Any application approved without all abutters being notified may be legally void even if work has started.
- All applications shall be filed on Commission approved forms available in the local town hall. In Orleans, application (certification) forms are also available thru the Orleans town web site. An incomplete application can be the basis for the rejection of a filing.
- All plans submitted for approval should be prepared to scale and clearly drawn so as to indicate the exact nature and extent of the proposed project.

In addition to completely filling out the appropriate Old King's Highway Committee Application, All applications should be accompanied with the following information:

- A. A plot plan showing the exact location of a proposed building or structure and identifying existing buildings and structures. Indicate what landscaping or planting, if any, is to be done.
- B. Complete preliminary exterior plans with four elevations of the proposed building or structure and sufficient to show topographical features if appropriate.
- C. A specification sheet describing materials and colors to be used in the proposed project.
 - i. Materials: detailed description of the size, type and composition must be specified.
 - ii. Colors: Submit color chips if any color other than white is intended to be used. There are no pre-approved colors other than white.
- D. Photographs of the site and related buildings and structures may be used to assist the applicant in describing the project. When an application calls for renovations, additions, alterations, or demolition, photographs of the site and structure are mandatory.
- E. For commercial properties a professional landscaping plan must be submitted. For single-family homes please indicate the proposed tree-cutting, clearing and landscaping.
- F. On the Committee's discretion, all lots may need to be staked or flagged to show the footprint of the proposed structure.
- G. All existing structures should have a visible house/street number and should be marked to show the activity which is the subject of the application.

It is advisable to consult Old Kings Highway Historic District bulletin 2008 - also available on Orleans town web site.