HP ____ - _____ / AP ____ - _____

Town of Williston
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS (CoA)

This form is an addendum to the Administrative Permit Application. It is required for exterior changes proposed to properties located in either the National Register Historic District or the Additional Review Area of the Village Zoning District (VZD) as shown on Map 6 of the 2016-2024 Comprehensive Plan.

Projects must conform to the Unified Development Bylaw (WDB) requirements for the Village Zoning District (Chapter 42) and Williston Village Historic District Design Review Guide (Appendix H).

Before completing this form and checklist, please contact Planning & Zoning staff to review the bylaw requirements and checklist.

The Review Process

1) Submit the Administrative Permit and Certificate of Appropriateness (CoA) application forms

2) Historic and Architectural Advisory Committee (HAAC) meeting
   - HAAC meetings are held every 1st and 3rd Tuesday at 5:30 PM
   - The HAAC prepares recommendations based on the bylaw requirements
   - The review may get continued to another meeting depending on the scale of the project and information provided
   - The applicant, property owner, or knowledgeable representative should be present at the meeting to explain the project and answer questions

3) Development Review Board (DRB) meeting
   - DRB meetings are held every 2nd and 4th Tuesday at 7:00 PM
   - The DRB will review the HAAC recommendations and vote on the CoA
   - Applications are rarely denied and usually get continued so the applicant can provide additional materials or a revised proposal that can be approved
   - The applicant, property owner, or knowledgeable representative should be present at the meeting to present the project and answer questions

4) Zoning Administrator signs and approves the permit
   - Z-sign most be posted where visible form the public road for 15 days before work can begin

HP ____ - _____ / AP ____ - _____

CERTIFICATE OF APPROPRIATENESS (CoA) CHECKLIST

Before completing this form and checklist, please contact Planning & Zoning staff to review the bylaw requirements and what checklist materials will or will not be needed.

Applicant	Staff	Item
		Administrative Permit Application
		Certificate of Appropriateness Application form (this form)
		Site Plans Must include the following features: o Plans for both existing and proposed conditions o North arrow and scale o Location of driveways, parking areas, structures, landscaping o Depict setbacks from public ways, property boundaries, watershed and wetland buffers
		Elevations Architectural drawings and/or photorealistic renderings of the proposed changes with sufficient clarity and detail to demonstrate the existing conditions and finished appearance of the project. Must include the following features: o Dimensions & scale o Elevations for both existing and proposed conditions o Elevations for all sides of structure affected by project proposal o Labelled (e.g. “West Elevation”) o Detailed elevations of special features may be required
		Materials Sample A sample board, specification sheet, or pictures of exterior materials and colors to be used
		Photos Photos of current conditions and historic photos. Captions must include the date, if known.
		Other Depending on the nature of the project proposal, information prepared by a professional historic preservationist, architect, and/or structural engineer may be required. For approved demolitions, the applicant may be required to document the original footprint, elevations and floor plans of the structure.

SECTION A – BUILDING AND PROPERTY DATA

The applicant may need to research landowner's personal records, permits on file in the Planning & Zoning Office, Land Records in the Town Clerk's Office, and/or the State of Vermont Historic Sites and Structures Survey (HSSS).

Date of Original Construction	

Describe the architectural style and features.
Architecture examples: Greek Revival, Colonial, Raised Ranch, etc.
Feature examples: the roof shape and material, siding, window pattern, chimneys, cornices, trim work, shutters, steps, porches, or other unique features of the structure.

Describe previous additions, alterations, accessory structures, and/or demolitions. Include dates.
For example: window, roof or siding replacements, sheds or carriage houses, summer kitchens, etc.

Project Appropriateness
How does the project preserve the character of the structure and property? Will original features will be removed or altered? Provide justification for this change. How does your project preserve the character of the National Register District and/or the Additional Review Area of the Village Zoning District?

SECTION B – NEW STRUCTURE OR ADDITION

☐ Check here if a new structure or addition is not proposed

Existing structure height (ft)	
Existing structure size (SF of footprint)	
Proposed structure or addition size (SF of footprint)	
Height of proposed structure or addition (ft)	

Describe the proposed building or addition.
Include information about the architectural style, relationship to existing structure(s) on the parcel, and relationship to architecture in the district.

Building Materials
Describe roof, siding, window, door, and foundation materials. If an addition is proposed, describe materials on existing structure.

SECTION C – ALTERATIONS

☐ Check here if section is not applicable

Describe the proposed alterations.
Include information about the architectural style, relationship to existing structure(s) on the parcel and relationship to architecture in the district.

Alteration is to: ☐ Roof ☐ Siding ☐ Windows ☐ Doors ☐ Other (explain below)

Existing Building Materials
Describe the existing building materials and color. Are these materials original to the structure? What materials will be replaced entirely? What materials will be refurbished?

Proposed Building Materials
Describe the proposed building materials and color.

SECTION D – DEMOLITIONS

☐ Check here if demolition is not proposed

Explain the reason for demolition.
Additional information from a historic preservationist, architect, or engineer may be required.

Describe the structure to be demolished.
Include building height, size (SF), and setbacks.

Describe the intended future land use.
Include site plans or other drawing as applicable. Please note: new structures are also subject to design review and may require a discretionary permit.