

**HISTORIC PRESERVATION APPLICATION**

*(due by 4PM on the Monday 2 weeks before the HPC monthly meeting)*

Filing Number: \_\_\_\_\_ *(Staff only)*

Date Received: \_\_\_\_\_ *(Staff only)*

**Designated Property**

Tax Map #: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ *(Available in Planning Office)*

Name: \_\_\_\_\_

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

\_\_\_\_\_

Location (check off lot on attached Historic District Vicinity Map):

\_\_\_\_\_

\_\_\_\_\_

**Owner**

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone (home and/or work): \_\_\_\_\_

Signature: \_\_\_\_\_

**Person Filing Application (if other than owner)**

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Relation to Applicant: \_\_\_\_\_

**Please read the “Williston Village Historic District Design Review Guide”, available at the Williston Planning and Zoning Office, before completing this next section. It should be noted that the Historic Preservation Committee review considers the historic integrity of the Village District. The Historic Preservation Committee does not consider the financial aspects of any proposal.**

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**Building Data**

Date of Original Construction: \_\_\_\_\_

Alteration: \_\_\_ Addition: \_\_\_ New Construction: \_\_\_ Demolition: \_\_\_ *(check applicable)*

Brief History and Description of Property (Also Show on Site Plan):

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**If New Construction or Addition, Fill Out Section A  
If Alteration, Skip Section A and Fill out Section B  
If Demolition, Skips Sections A and B and Fill out Section C**

**Section A: New Construction or Addition Details**

Size of Proposed Building or Addition: \_\_\_\_\_ square feet

Size of Existing Building (if Addition): \_\_\_\_\_ square feet

Building Height: \_\_\_\_\_ linear feet

Brief Description of Addition (Purpose, Relationship to Existing Structure): \_\_\_\_\_

Brief Description of New Construction (Style, Relationship to District Architecture)  
(Show on Elevations or Other Drawings):

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Proposed Building Materials: \_\_\_\_\_

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If Addition, Building Materials of Existing Building: \_\_\_\_\_

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Setback Dimension From Road (Right-of-Way) (Also Show on Site Plan):

Present: \_\_\_\_\_

Proposed: \_\_\_\_\_

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Setback Dimensions From Side and Rear Lot Lines:

Present: \_\_\_\_\_

Proposed: \_\_\_\_\_

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**Section B: Alteration Details**

Alteration is to Roof: \_\_\_ Siding: \_\_\_ Windows: \_\_\_ Other: \_\_\_ (*check all applicable*)

If Other is checked,

Explain: \_\_\_\_\_

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Brief Description of Alteration (Also Show on Elevations or Other Drawings):

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Proposed Building Materials: \_\_\_\_\_

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Existing Materials to be Altered: \_\_\_\_\_

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**Section C: Demolition Details**

Reason for Demolition: \_\_\_\_\_

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Brief Description of Building to be Demolished (Include Elevations for Existing Building or Other Drawings):

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Size of Existing Structure: \_\_\_\_\_ square feet

Height of Existing Structure: \_\_\_\_\_ linear feet

Setback Dimension From Road (Right-of-Way) (Show on Site Plan):

Present: \_\_\_\_\_

Proposed: \_\_\_\_\_

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Brief Description of Intended Future Land Use, Revegetation and/or Landscaping (Include Appropriate Plans or Other Drawings):

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**IMPORTANT: ALL applicable questions must be answered for application to be considered complete. Incomplete applications may not be considered by the Historic Preservation Committee (HPC). If you have questions regarding the**

application, please contact the Planning and Zoning Office and HPC Staff Liaison at 878-6704.

Plans and drawings must also be submitted for a complete application. For required plans, see application checklist on next page.

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## HISTORIC PRESERVATION APPLICATION CHECKLIST

*(Items Below To be Checked off by Applicant for Complete Application)*

- \_\_\_\_\_ **Completed Application** (Obtained at the Planning and Zoning Office)
  
- \_\_\_\_\_ **Site Plan** (Showing location of property and structure in relation to adjacent properties, e.g. setbacks, roads, and natural features, e.g. existing treeline, streetscape trees, streams, or wetlands. Include north arrow and a scale)
  
- \_\_\_\_\_ **Elevations** (Sketches of sides of structure, showing both existing and proposed conditions. Elevations should be included for all sides of structure affected by work proposed in application. Elevations should be labeled, e.g. West Elevation and include a scale)
  
- \_\_\_\_\_ **Material Sample** (Submit a sample or picture of the exterior materials and colors to be used. If you do not think this is applicable to your work, contact the Planning Staff for a department sign-off on this requirement.)
  
- \_\_\_\_\_ **Review** with Historic Preservation Committee Staff (Please check with the Planning and Zoning Office to see if this is applicable)

### IMPORTANT:

**Return to Planning and Zoning Office by 4PM on the Monday 2 weeks before the monthly HPC meeting. Applications received after this time may not be considered at the meeting.**

**The monthly meeting is on the first Thursday of the month at 7PM in the Planning Office conference room (Town Hall Annex, 7900 Williston**

**Road). The side door facing the Town Hall will be open. Applicant attendance is encouraged, but not required.**