



TOWN OF WARREN
VOLUNTARY HISTORIC DISTRICT COMMITTEE
514 Main Street
Warren, RI 02885

WARREN'S HDC PROCESS

The following are the procedural guidelines whenever a property owner proposes exterior alterations to a structure located within the Historic District. Approval by the Historic District Committee (HDC) is required and must be obtained prior to applying for a building permit.

Application forms, maps, Historic District Standards and Guidelines, and other materials are available on the Town of Warren website www.townofwarren-ri.gov, and from the offices of the Building Official or Town Planner, located on the 2nd floor of Town Hall.

1. **CONFIRM** that the property is located within the Historic District, or alternately, that the structure is more than 100 years old. Review the *Standards and Guidelines* related to the proposed project.
2. **CONSULT** with the Building Official or the Town Planner prior to filing an application. This will enable the applicant to understand the HDC review process, and to determine the nature and extent of the documentation that will be required for the HDC to act on the application.
3. **PRE-APPLICATION CONFERENCE.** The application includes an extensive checklist of supporting materials. Since every application is unique, the types of supporting documents required for a given application can vary. If, after consultation with the Building Official or Town Planner, there is uncertainty as to which items are necessary for a complete application, it is recommended that the applicant appear before the HDC for an optional pre-application conference. The purpose of the conference is to allow for an informal discussion of the proposal; for the applicant to receive feedback from the HDC; and for the HDC to clarify for the applicant the types of sketches, photographs, design plans, product information, and other documents that will be required for a conclusive hearing. The pre-application conference does not constitute a formal application to the HDC; the discussion is non-binding, and no votes will be taken.
4. **COLLECT** and prepare the required materials from the submission checklist that have been identified by Town staff and/or by the HDC. If tax credits are being sought for proposed improvements or alterations, cost estimates for that work shall be included. Final action on tax credits will be subject to the submission of paid invoices upon completion of the project.
5. **COMPLETE** and file the application at the office of the Building Official, together with all supporting materials. There is no fee. The deadline for submission is the 2nd Tuesday of each month. It is recommended that applications be submitted as far in advance as possible. Applications may be prepared by property owners or their legally authorized representatives; however, the owner is **always** the applicant, and **must** sign the application. Incomplete or illegible applications are not acceptable and will be returned within seven (7) days of receipt.

6. **ATTEND THE MEETING.** HDC meetings are held on the 3rd Tuesday of each month at 6:30 PM in the Town Council Chambers on the second floor of Town Hall. The agenda is posted forty-eight (48) hours prior to the meeting at both Town Hall and the Police Station; a digital copy is posted on the Rhode Island Secretary of State's website. Applicants, or their authorized representatives, are required to attend the HDC meeting to present the application.
7. **DISPOSITION.** Successful applications which include the approval of tax credits result in a CERTIFICATE OF APPROPRIATENESS, which is issued to the property owner in the form of a letter. For alteration applications where tax credits are either not sought or not available, a successful application receives a CERTIFICATE OF APPROVAL.

When a building permit is required for the project, the CERTIFICATE and the supporting plans and documents approved by the HDC must be attached to the building permit application. Work must conform to the approved plans. Failure to follow approved plans may result in legal action by the Town; may delay or prevent the issuance of other permits or certificates of occupancy; and may result in violations of the zoning code.

If an application is denied, the decision by the HDC may be appealed to the Zoning Board of Review (ZBR). The ZBR shall not reverse an HDC decision except upon a finding of prejudicial procedural error, clear error, or lack of support by the weight of the evidence in the record.

Without substantial changes, an application which has been denied may not be resubmitted to the HDC within one (1) year from the date of the original HDC decision.

CERTIFICATES are valid for one (1) year, and only for work that was specifically approved by the HDC. Any modifications to a project (such as those that result from decisions by the Zoning Board, or by CRMC; or those that result from unanticipated circumstances that occur during construction) require that the applicant return to the HDC for a new hearing prior to commencing or continuing work.

The HDC may, upon application therefor and for cause shown, grant an extension to an approval; but only a single extension will be given, for a period not to exceed six (6) months.

It is the responsibility of the applicant to obtain all necessary Federal, State, and municipal permits for any project.



VOLUNTARY HISTORIC DISTRICT COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Please complete this application in **BLACK** or **BLUE** ink only.
Illegible/Incomplete applications will be returned to the applicant.
Filing Deadlines and Hearing Dates:

Filing Deadline: 2nd Tuesday of the Month
Hearing Date: 3rd Tuesday of the Month

GENERAL INFORMATION

PROPERTY ADDRESS:	Plat:	Lot:
Property Name (if any, including historic):	Original Date of Construction:	
APPLICANT (Legal Owner of Record):	Telephone:	
	Email:	
Mailing Address:		
LEGALLY AUTHORIZED REPRESENTATIVE:	Telephone:	
	Email:	
Mailing Address:		

ADDITIONAL INFORMATION CHECKLIST

Y N Are you applying for the real estate tax credit?

Y N Is this application filed in response to a violation notice?

Y N Is this application a modification of plans previously-approved (date(s) _____) by WVHDC?

Y N Does this project require other approvals? Zoning _____ CRMC _____ Other (describe): _____

Y N Does access to the subject property require special arrangements? _____

Received by the Warren Building Official's Office:

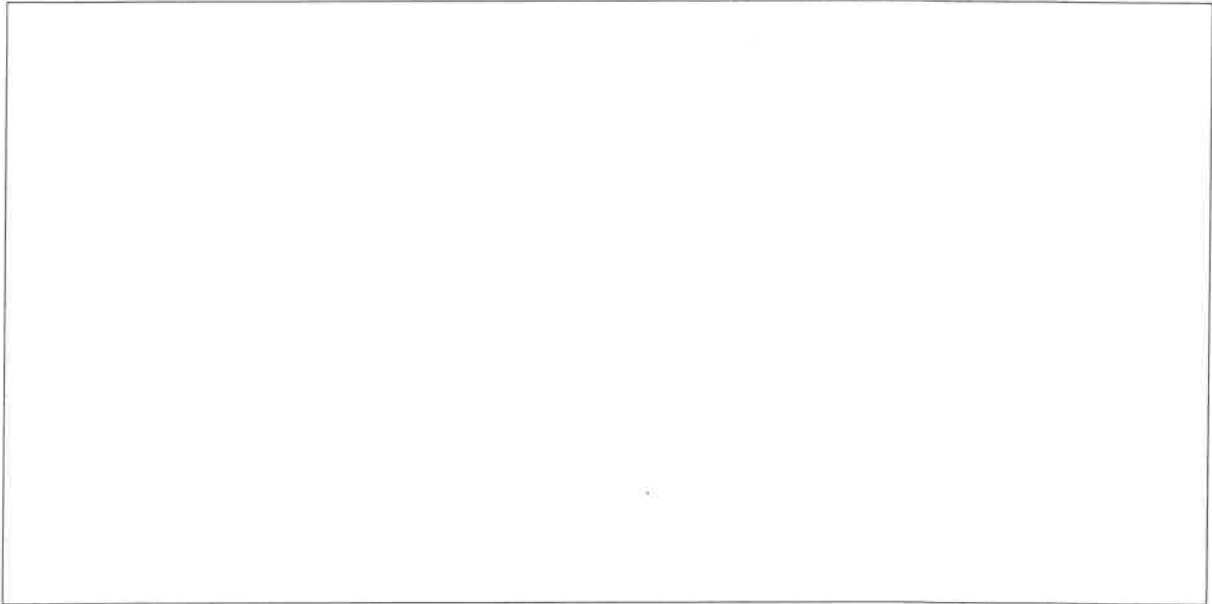
Rev. 12/18

SUMMARY OF PROPOSED WORK

Describe all proposed exterior alterations to the subject property here.

Do not leave this section blank.

Check off all applicable categories below.



Y N Repair/replacement of exterior architectural features?

Y N Minor Alteration(s) – Any alteration(s) that replace existing building features or any new construction of less than 25% of the existing structure's square footage?

Y N New construction?

Y N Demolition?

Y N Roof(s) or skylight(s)?

Y N Porches or Entries?

Y N Chimney(s)?

Y N Foundation?

Y N Mechanical and/or electrical equipment?

Y N Shutters or awnings:

Y N Sign(s)?

Y N Pools and/or site structures:

Y N Other? Describe _____

SIGNATURE

I certify that (1) I am the Legal Owner of Record or legally authorized to sign on behalf of the property's Legal Owner of Record and (2) all of the information provided in and with this application is true and accurate to the best of my knowledge.

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____

CONSENT

I understand that as part of the review of this application, a site visit to the subject property may be necessary. I hereby consent that the members of the commission may schedule a site visit and if required to enter my property and I will be contacted in advance to schedule any site visit that requires entry onto my property.

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____

PLEASE READ CAREFULLY TO CONFIRM THAT ALL REQUIRED MATERIALS ARE INCLUDED IN COMPLETED
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REQUIRED APPLICATION MATERIALS

All VHDC application materials must be submitted on 8.5 x 11 or 11 x 17 paper, single sided, to facilitate electronic scanning, posting and archiving.

COMPLETED APPLICATION FORM

PHOTOGRAPHS

Color copies of photographs clearly depicting current existing conditions at the property are required for all applications. Photographs must be submitted on 8.5 x 11 or 11 x 17 paper.

DRAWINGS

If drawings are required, one (1) original drawn scale set should be submitted along, reduced to fit on 8.5 x 11 or 11 x 17 paper. Drawings must include date, scale, cardinal points (N, S, E and W) and proposed materials. If the application proposes modifications to a plan previously approved by the VHDC, an 11 x 17 copy of the previously approved drawings must be included along with new drawings depicting proposed modifications. *Please note that applications for any major construction require drawings that meet professional standards.*

Elevation Drawings are required for most projects and should show existing conditions and proposed alterations at all elevations that will be affected by proposed work. (1/4" = 1' scale or larger for most residential-scale projects)

Elevation Detail and cross section drawings are required for proposed projects (including new construction and major alteration) that involve new or altered windows, doors, dormers, porches, trim elements and other new or altered architectural features. (3/4" = 1' scale or larger)

Full scale details are required for certain proposed new architectural elements (moldings and other trim elements for example.)

Site plan is required for any alteration to existing building footprints, including proposed free-standing construction or additions to existing buildings as well as for the addition of at-grade mechanical equipment. (1" = 20' scale or larger)

MATERIALS/PRODUCT LITERATURE/SAMPLES

A copy of product literature and/or manufacturer specification sheets for stock items should also be submitted. Materials samples are requested on a case-by-case basis but are generally required for any proposed new construction or substantial alteration of existing buildings.