

# HARDSCAPE-DRIVEWAY-FENCE -GATE -ARBOR- CURBING CHECKLIST



## Planning and Land Use Services

2 Fairgrounds Road, Nantucket, Ma 02554  
508-325-7587

This checklist **MUST** be submitted with your application.

Please be advised that applications missing the required documents on this checklist will be deemed incomplete and will not be reviewed by the HDC.

\*Refer to the HDC Policies and Procedures for Applicants for further information:

<https://www.nantucket-ma.gov/DocumentCenter/View/28657/HDC-Policies-and-Procedures-for-Applicants-revised>

It is strongly recommended that the applicant be familiar with the HDC guidelines, Building with Nantucket in Mind, prior to submittal: <https://www.nantucket-ma.gov/DocumentCenter/View/12329/Building-With-Nantucket-In-Mind-1992-PDF>

<b>Y / N</b>	<b>REVISION:</b> If this is a revision to a previously approved COA, an HDC Stamped Copy <b>MUST</b> be included with the application. If not included the application is deemed incomplete.
	Completed application -Application Fee- \$50.00.
	<u>Locus Map:</u> 4 copies: <a href="https://www.nantucket-ma.gov/151/GIS-Maps">https://www.nantucket-ma.gov/151/GIS-Maps</a>
	<u>Site Plan-</u> 4 copies <b>scaled at between 1" =20' to 1" =60'</b> ; Site plan must include lot dimensions, North arrow, all existing structures, proposed work (fences indicated by highlighted line with X) i.e.: -----X-----X-----X----- <span style="float: right;">-----X---X-----</span>
	<u>Pictures:</u> (4 copies) <ul style="list-style-type: none"> <li>a. taken from the street are highly encouraged.</li> <li>b. Pictures of other properties with driveway material/fences/gates/arbors/curbing in the neighborhood are also suggested.</li> <li>c. One (1) full set of pictures shall be scanned and submitted with complete application.</li> </ul>
	<u>Hardscape/Driveway/Fence/Gate/Arbor/Curbing:</u> 4 copies of the following: <ul style="list-style-type: none"> <li>a. pictures/drawing of proposed must be included.</li> <li>b. material types and finishes shall be included in the formal application.</li> <li>c. height and length.</li> </ul>
	<b>Any proposed improvements within the Town R.O.W. requires prior Approval through Town Administration and/or Select Board.</b>  <b>Please note a COA is required prior to driveway access approval by the DPW. Refer to Zoning Bylaw 139-20.1B(2).</b>
	All documents <b>MUST</b> be legible. All sets <b>MUST BE</b> collated and stapled.
	Electronic Submission: Each of the foregoing documents (including this checklist) <b>MUST BE</b> scanned to a single PDF file and emailed to <a href="mailto:hdcsubmissions@nantucket-ma.gov">hdcsubmissions@nantucket-ma.gov</a> .

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	<u>Signed Affidavit:</u> see reverse side.
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\*\*The burden of proof is on the applicant. Copies of site plans and building elevations required for HDC applications are available in the building file at 2 Fairgrounds Road.

\*\*PLUS staff is not responsible to research, gather, collate or submit documents on behalf of the applicant.

## **Affidavit Certifying Completeness of Application**

I hereby acknowledge that I have read the Nantucket Historic District Commission Policies and Procedures for Applicants. Furthermore, I confirm that the requirements for a complete application have been met.

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