



# HISTORIC DISTRICT COMMISSION

2 Fairgrounds Road  
Nantucket, Massachusetts 02554

Telephone: 508.325.7587

## COMMISSIONERS

Ray Pohl  
Chairman

Diane Coombs  
Vice-Chairman

Abigail Camp

John McLaughlin

Val Oliver

## ASSOCIATE COMMISSIONERS

Jesse Dutra

Stephen Welch

Carrie Thornewill

## STAFF

Cathy Flynn  
Land Use Specialist  
[cflynn@nantucket-ma.gov](mailto:cflynn@nantucket-ma.gov)

Effective September 15, 2020

In an effort to expedite HDC submission reviews under the Zoom meeting format, the Nantucket Historic District Commission voted unanimously to adopt the following policies:

### New Business Submissions

1. Completed checklist.
2. 10 Day waiver
3. Completed application of **proposed** scope of work.
4. Do not write "To Match Existing" on the application or plans.
5. Site plan and elevations **CLEARLY** marked with the proposed scope of work – either highlighted or clouded in **COLOR**.
6. **PICTURES, PICTURES, PICTURES**- from the street, neighborhood for context, other structures on the lot, etc.
7. Please include the above in **initial** submission.
8. Please refrain from sending additional photos or relevant information **AFTER** the deadline date without prior approval from the staff.  
**\*Staff cannot guarantee they will be included in the meeting material on Zoom.**
9. If an incomplete application is submitted, you are required to update the HDC application and/or plans and rescan the submission **before it can be placed on an agenda**. Please make arrangements to stop by the PLUS Department to meet with our Administrative Specialist Team to correct your application.  
**\*Staff cannot guarantee that the Commissioners will view all properties BEFORE the meeting. It is in your best interest to provide as much information as possible with the initial submission.**

### Old Business Submissions

**Old Business Checklist:** <https://www.nantucket-ma.gov/DocumentCenter/View/36175/Old-Business-Submission-Check-List-PDF>

### Hold for Revisions:

- What is required?
  - a. Old Business Check list, copy of application, copy of minutes, revisions, pictures and any other material requested by the HDC to 2 Fairground Road.
  - b. Materials **MUST BE** scanned to [hdcsubmissions@nantucket-ma.gov](mailto:hdcsubmissions@nantucket-ma.gov) by the deadline.

### Hold for a View

- If you have an application that was held for a "View Only" **YOU ARE REQUIRED** to sign up for an Old business meeting. Please submit an Old Business Check list, copy of the minutes and one set of pictures to 2 Fairgrounds Road. Materials must be scanned by deadline **AND** submitted in order to be added to the agenda.

**PLEASE ADHERE TO THE MEETING DEADLINE SCHEDULE**

**STAFF RESERVES THE RIGHT TO HOLD AN INCOMPLETE APPLICATION  
UNTIL ANY ISSUES ARE RESOLVED**