



HISTORIC DISTRICT COMMISSION APPLICATION PROCEDURES

PLEASE NOTE: Attendance at the HDC public hearing by either yourself or your representative is mandatory.

Nashua's Historic District (HDC) was established in 1983 to preserve a unique part of Nashua's heritage. The HDC is committed to help preserve the historic character of your property. As a property owner in Nashua's Historic District, there are certain specific regulations that apply to your building. Changes to the exterior that require a building permit must also be reviewed by the HDC.

The Commission normally meets on the 4th Monday of each month at 6:30 p.m. in Room 208 at City Hall. Please note the deadline dates for application submittals.

All proposed changes for alterations, additions, and new construction must conform to the Secretary of the Interior's Standards of Rehabilitation. When applying to the HDC, prepare an explanation of the proposed changes to the property and submit an application to the HDC office located in the Community Development Division on the 2nd floor of City Hall.

Please note in particular in your application package:

- Changes to signage
- Major alterations
- New additions
- Changes to windows and doors
- Structural changes to roof
- Siding materials
- Repair or alteration to decorative details
- Types of materials being used

Including the following with your application:

- Existing photographs of the building (all sides)
- Photographs of the building in context
- Older photographs of the building, if available
- Clear and accurate drawings, to scale and with accurate measurements (pencil, graph paper and tracing paper may be used)
- Samples of new materials to be used
- Cut sheets/Catalog sheets/Specific details of products or materials proposed

Application fee: \$30 + \$15 per abutter sign

Approval is not required for ordinary maintenance and repair, siding or painting, provided it does not alter or destroy any architectural features of the building; roofing or re-roofing, provided that the roof plane remains the same; or storm windows and doors so that architectural elements are left intact.

Should the Commission approve your request, any changes in design or materials thereafter will require a new submittal. Non-adherence to the approved request is subject to a possible "Stop Work" order and future Historic District Commission oversight.

For further questions, please call the Zoning Department at 589-3090.