



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.



NASHUA HISTORIC DISTRICT

2023 Meeting and Deadline Dates

The following deadlines and meeting dates are now in effect:

APPLICATION DEADLINE	ABUTTER NOTIFICATION	HEARING DATE
December 27 (Tues)	January 09	January 23
January 30	February 13	February 27
February 27	March 13	March 27
March 27	April 10	April 24
April 17	May 01	*May 15
May 30 (Tues)	June 12	June 26
June 26	July 10	July 24
July 24	August 14	August 28
August 28	September 11	September 25
September 25	October 09	October 23
October 30	November 13	November 27
November 13	November 27	*December 11

*All meetings except May & December will be held on the fourth Monday of the Month in City Hall, Room 208, at 6:30 PM, unless otherwise posted. The May meeting will be held on the third Monday and the December meeting will be held on the second Monday, same time and place. Should any additional meeting (s) be required, they will be scheduled as necessary.



City of Nashua
Planning Department

229 Main Street
Nashua, New Hampshire 03061-2019

Planning & Zoning 589-3090
WEB www.nashuanh.gov

HISTORIC DISTRICT COMMISSION APPLICATION

PLEASE NOTE: INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL BE RETURNED TO APPLICANT.

Location _____

Zoning District _____ Sheet _____ Lot _____ Property Acct# _____

Property Owner (print name) _____

Owner's Signature _____ Date _____

Owner's Address _____

Telephone Number H: _____ C: _____ E-mail _____

Applicant (print name) _____

Applicant's Signature _____ Date _____

Applicant's Address _____

Telephone Number H: _____ C: _____ E-mail _____

Proposed Work: _____

Construct	<input type="checkbox"/>	Repair	<input type="checkbox"/>	Add Signage	<input type="checkbox"/>	Demolish	<input type="checkbox"/>
Alter	<input type="checkbox"/>	Replace	<input type="checkbox"/>	Change Signage	<input type="checkbox"/>	Other	<input type="checkbox"/>

At the _____ Historic District Commission (HDC) meeting, the above application was:

Approved Disapproved Tabled _____ Postponed _____

The HDC found the proposed: Does / Does Not meeting the requirements of the regulations for the District. The following stipulations shall apply:

Chairman/designee _____ Date _____

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|                                                   |                                               |                       |                                             |
|---------------------------------------------------|-----------------------------------------------|-----------------------|---------------------------------------------|
| <b>OFFICE USE ONLY</b>                            | Date Received _____                           | Date of hearing _____ | Application checked for completeness: _____ |
| A# _____                                          | Board Action _____                            |                       |                                             |
| \$ _____ application fee <input type="checkbox"/> | \$ _____ signage fee <input type="checkbox"/> | Date Paid _____       | Receipt # _____                             |

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