



REQUIRED WITH ALL APPLICATIONS:

- _____ 1. **Completed Application Form:** Description of **ALL** work must be indicated on application form.
- _____ 2. **Property Owner's Signature:** Current owner's signature preferred; if the agent is signing the application written authorization from the owner (letter, fax, email) must be provided.
- _____ 3. **Application Fee:** See back of application for fee schedule or call the office.
- _____ 4. **Locus Map (4 copies):** Location Map must include north arrow, parcel boundaries, primary and secondary streets. (Town GIS Map Site) <http://www.mapgeo.com/NantucketMA/>.
- _____ 5. **Site Plan (4 Copies):** must include the following: lot dimensions, north arrow, all existing structures, proposed work (highlighted) with dimension to lot lines, scale, driveway, grade changes, and **placement of HVAC units, electrical boxes, fuel tanks, etc.**
- _____ 6. **8-1/2" x 11" Copies of ALL Application Materials:** Must include the following: application form (reduced 64%), locus map, plot plan, all elevations and floor plans, window schedule, photographs, other relevant supporting material. All material **MUST BE LEGIBLE (font size no smaller than 12)**, collated and stapled.
- _____ 7. **Photographs:** Required of **ALL** applications for alterations to an existing structure. Photographs must be clear and labeled with application address or contextual address.
- _____ 8. **Electronic submission:** All documents submitted to the HDC office must also be converted to Adobe Acrobat format <http://www.adobe.com/pdf/>; this is free software that may have come pre-loaded on your computer. Electronic copies can also be created using the scanner located in the Department of Inspectional Services.

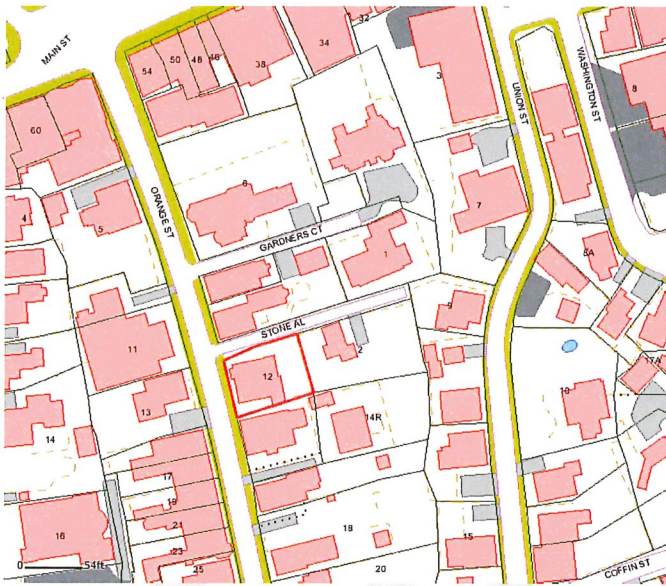
REQUIRED WHERE APPLICABLE:

- _____ 1. **Supplemental Information for Historic Buildings:** It is the applicant's responsibility to research the historical status of any and **ALL** buildings. Additional information may be obtained from the Nantucket Historical Association Library. **If not historic, denote on application.**
- _____ 2. **Exterior Elevations and Floor Plans (4 copies):** Must be 1/4-inch scale and include all affected sides of the building, cardinal points (N, S, E, W), dimensions, heights, floor and ceiling heights, elevations of finished grade, window details and placement of HVAC units, electrical boxes, fuel tanks, etc. **All changes from approved or existing design must be clouded on drawings.** All material **MUST BE LEGIBLE**, collated and stapled. Reduced sets should maintain a font size of 12.
- _____ 3. **As-Built Plans (1 copy):** of existing elevations
- _____ 4. **Hardscaping Plans (4 copies): To legible scale.** This includes fences, decks, porches, arbors, retaining walls, tennis courts, swimming pool, driveways, gazebos etc. All material **MUST BE LEGIBLE**, collated and stapled.
- _____ 5. **Topographic Map:** Must show existing and proposed grade for any change of more than **one** foot in height on grade. Retaining walls must be applied for separately (see hardscaping plan).
- _____ 6. **Door and Window Schedule (4 copies):** Must include window type (true divided, simulated divided), number of lights, dimensions, materials, manufacturers type name and type number.
- _____ 7. **I UNDERSTAND THAT A TRUE DIVIDED LIGHT WINDOW/DOOR IS DEFINED AS MULTIPLE INDIVIDUAL SINGLE PANES OF GLASS (i.e., NOT DOUBLE-PANED OR INSULATED) ASSEMBLED IN THE SASH/DOOR USING MUNTINS.**
(initial to indicate read and understand)
- _____ 8. **Abutter Notification Materials** – Abutters list from Assessors Office, certified mail stubs, and a copy of letter are required for all applications for changes of 1000 square feet or more **except** in the Nantucket Historic Core and 'Sconset Historic Core where the requirement for new construction is 100 square feet.
- _____ 9. **Approvals** from Planning Board, Zoning Board of Appeals, Conservation Commission etc.

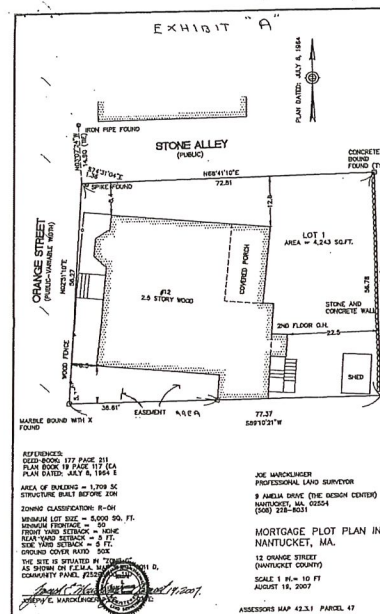
REQUIRED WITH ALL APPLICATIONS:

- 1. Completed Application Form:** Description of **ALL** work must be indicated on application form.
- 2. Property Owner's Signature:** Current owner's signature preferred; if the agent is signing the application written authorization from the owner (letter, fax, email) must be provided.
- 3. Application Fee:** See back of application for fee schedule or call the office.

4. Locus Map (4 Copies): Location Map-must include north arrow, parcel boundaries, primary and secondary streets. For example, using the Town GIS (NOTE: GIS maps are oriented to true North by default, so no arrow is required):

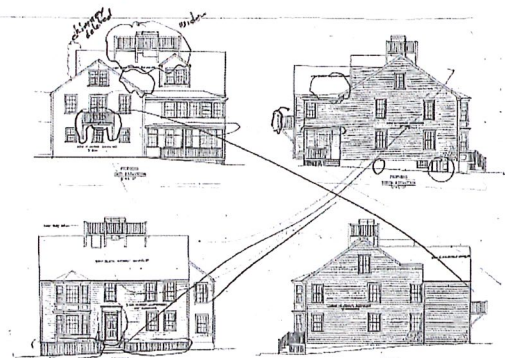


5. Site Plan (4 Copies): must include the following: lot dimensions, north arrow, all existing structures, proposed work (highlighted) with dimension to lot lines, scale, driveway, grade changes, hardscaping. Site plans are available through the Registry of Deeds.

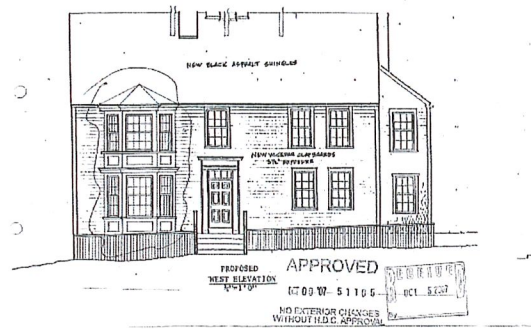


6. 8-1/2" x 11" Copies of ALL Application Materials: Must include the following: application form (reduced 64%), locus map, plot plan, all elevations and floor plans, window schedule, photographs, other relevant supporting material. All material collated, stapled and **LEGIBLE. What this means:**

If you submitted plans for projects that were small enough to fit on one page, or you show “approved” and “revised” plans on the same page for clarity, like this:



We still need to have reduced sets where we can read the text on the elevations. However this is achieved – by increasing the font size, or as shown here, by putting one elevation on each page – it must be **legible**.



7. Photographs: Required of **ALL** applications for alterations to an existing structure. Photographs must be clear and **Labeled** with application address or contextual address.

REQUIRED WHERE APPLICABLE:

1. Supplemental Information for Historic Buildings: It is the applicant's responsibility to research the historical status of any and **ALL** buildings. Additional information may be obtained from any or all of the sources listed below; there may be others that are available as well. **If not historic, denote on application.**

Town of Nantucket – NACR survey: http://www.nantucket-ma.gov/Pages/NantucketMA_HistDist/NACRsurvey/

Massachusetts Cultural Resource Information Survey: <http://mhc-macris.net/>

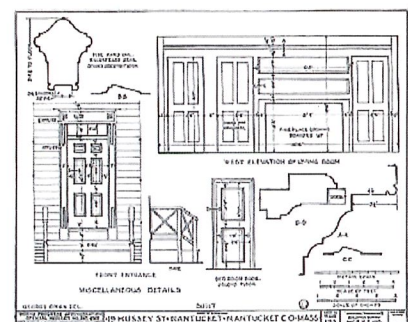
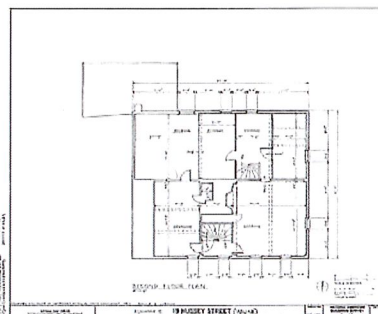
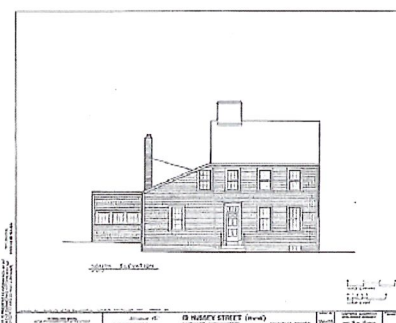
Nantucket Historical Association – Photo Library: <http://www.nha.org/library/index.html>

Registry of Deeds: <http://www.masslandrecords.com>

Library of Congress – American Memory: <http://memory.loc.gov/ammem/index.html>

National Park Service – National Register: <http://www.nr.nps.gov/>

2. Exterior Elevations and Floor Plans (historic structures and major revisions, defined as five or more changes) (4 Copies): Must be ¼-inch scale and include all affected sides of the building, cardinal points (N, S, E, W), dimensions, heights, floor and ceiling heights, elevations of finished grade, and window details. ALL changes from approved or existing design must be clouded on drawings. All material **MUST BE LEGIBLE**, collated and stapled.



3. As Built Plans (historic structures and major revisions, defined as five or more changes): One (1) copy of existing elevations.

4. Hardscaping Plans (4 Copies): To legible scale. This includes fences, decks, porches, arbors, retaining walls, tennis courts, swimming pool, driveways, gazebos etc. All material **MUST BE LEGIBLE**, collated and stapled. **HARDSCAPING MUST BE APPLIED FOR SEPARATELY FROM A BUILDING APPLICATION; HARDSCAPING MAY BE INCLUDED ON SUBMITTED PLANS FOR INFORMATIONAL PURPOSES, BUT ARE NOT APPROVED UNTIL APPLIED FOR SEPARATELY.**

5. Topographic Map: Must show existing and proposed grade for any change of more than **ONE** foot in height on grade. Retaining walls must be applied for separately (see hardscaping plan).

6. Door and Window Schedule (4 Copies): Must include window type (true divided, simulated divided), number of lights, dimensions, materials, manufacturers type name and type number. A true divided light window/door is defined as: **MULTIPLE INDIVIDUAL SINGLE PANES OF GLASS (i.e., NOT double-paned and/or insulated) ASSEMBLED IN THE SASH/DOOR USING MUNTINS.**

7. Abutter Notification Materials: Original certified abutters list (with raised seal) from Assessors' Office, original certified mail stubs, and a copy of letter are required for all applications for changes of 1000 square feet or more **except in the Nantucket Historic Core and 'Sconset Historic Core where the requirement for new construction of 100 square feet.**

8. Approvals from Planning Board, Zoning Board of Appeals, Conservation Commission etc.



Planning & Land Use
Services
HISTORIC DISTRICT COMMISSION
2 FAIRGROUNDS ROAD
NANTUCKET, MA 02554
PHONE (508) 325-7587
FAX (508) 228-7298

<http://www.nantucket-ma.gov>

PLEASE CONTACT PLUS STAFF WITH
QUESTIONS!

BUILDING WITH NANTUCKET IN MIND
Last revised July 2014

How to Apply to the Nantucket Historic District Commission



The Old Mill in 1935 - Wikipedia

& Understanding the process

LET US ALL KEEP NANTUCKET –
NANTUCKET!

PLUS Phone: (508) 325-7587

Do I need to apply?

YES!

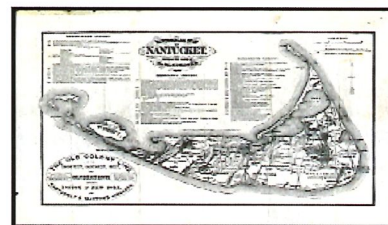
If you are planning exterior changes:

- Re-roofing
- Arbors
- Window Replacements
- Retaining Walls
- Hardscaping/Paving
- New Construction
- Changing Colors
- Decks

Here is what you need:

- Completed Application Form
- Application Fee
- Four (4) Collated Packets to include:
 - Locus Map
 - Plot Plan
 - Drawings of Proposal
 - Elevation Plans
 - Floor Plans
- One (1) set of reduced (8 1/2" x 11") copies of ALL application materials
- A Scanned PDF of the complete reduced application materials to send via email to HDC Submissions, once your application has been accepted.

HDCsubmissions@nantucket-ma.gov



...you may also need:

- Supplemental information for existing or Historic Buildings
- Photographs
- As Built Plans
- Topographic Map
- Four (4) Collated Packets to include:
 - Exterior Elevation and Floor Plans
 - Door and Window Schedule
- Abutter Notification Materials
- Approvals (Conservation Commission, Zoning Board of Appeals and Planning Board)

HELP US, TO HELP YOU!

You are creating copies of the packet of information for the commission that shows them: where the property is, what it looks like and what you want to do with it.

QUESTIONS?

Stop by or give us a call at
(508) 325-7587

We are always happy to
help you understand this
process better!

HDC APPLICATION

FD-204 (Rev. 12-13-66)		DATE ISSUED			
EMPLOYEE OF AMBASSADES					
<p>NOTE: It is strongly recommended that the information for this form be furnished by the employee. If furnished by the employer, the information should be checked for accuracy. This form should be completed for all employees of the United States Government, including those of the Federal Reserve System, and for all employees of the United States Postal Service, including those of the Postal Service. It should be completed for all employees of the United States Government, including those of the Federal Reserve System, and for all employees of the United States Postal Service, including those of the Postal Service. It should be completed for all employees of the United States Government, including those of the Federal Reserve System, and for all employees of the United States Postal Service, including those of the Postal Service.</p>					
PROPERTY DESIGNATION		FD-204 (Rev. 12-13-66)			
THE NAME "N"	PAGE(S) "P"	<p>Has applicant worked as:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Employment:</p> <p>Employer _____</p> <p>Position _____</p> <p>From _____ To _____</p> <p>Reason for leaving _____</p> </td> <td style="width: 50%;"> <p>Employment:</p> <p>Employer _____</p> <p>Position _____</p> <p>From _____ To _____</p> <p>Reason for leaving _____</p> </td> </tr> </table>		<p>Employment:</p> <p>Employer _____</p> <p>Position _____</p> <p>From _____ To _____</p> <p>Reason for leaving _____</p>	<p>Employment:</p> <p>Employer _____</p> <p>Position _____</p> <p>From _____ To _____</p> <p>Reason for leaving _____</p>
<p>Employment:</p> <p>Employer _____</p> <p>Position _____</p> <p>From _____ To _____</p> <p>Reason for leaving _____</p>	<p>Employment:</p> <p>Employer _____</p> <p>Position _____</p> <p>From _____ To _____</p> <p>Reason for leaving _____</p>				
AGENT OR CREATOR OF RECORDS					
<p>Name: _____ Title: _____</p> <p>Address: _____</p> <p>Company: _____ Title: _____</p>					
APPLICANTS FOR ISSUANCE OF PASSPORTS					
<p>1. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>2. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>3. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>4. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>5. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>6. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>7. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>8. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>9. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>10. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p>					
<p>11. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>12. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>13. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>14. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>15. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>16. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>17. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>18. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>19. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>20. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p>					
<p>21. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>22. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>23. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>24. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>25. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>26. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>27. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>28. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>29. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>30. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p>					
<p>31. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>32. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>33. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>34. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>35. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>36. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>37. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>38. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>39. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>40. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p>					
<p>41. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>42. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>43. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>44. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>45. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>46. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>47. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>48. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>49. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>50. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p>					
<p>51. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>52. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>53. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>54. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>55. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>56. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>57. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>58. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>59. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>60. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p>					
<p>61. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>62. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>63. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>64. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>65. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>66. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>67. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>68. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>69. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>70. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p>					
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<p>81. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>82. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>83. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>84. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>85. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>86. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>87. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>88. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>89. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>90. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p>					
<p>91. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>92. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>93. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>94. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>95. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>96. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>97. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>98. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>99. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p> <p>100. Name: _____ Address: _____ Date of Birth: _____ Sex: _____</p>					

PROPERTY INFORMATION

PROPERTY DESCRIPTION	
TAX MAP N°: _____	PARCEL N°: _____
Street & Number of Proposed Work: _____	
Owner of record: _____	
Mailing Address: _____	

Contact Phone #: _____	E-mail: _____

AGENT INFORMATION

AGENT INFORMATION (If applicable)

Name: _____

Mailing Address: _____

Contact Phone #: _____ E-mail: _____

If you are not the property owner, you need to fill out this section – if you are the owner, you can skip this part. We will also need a written statement (fax or email is acceptable) from the property owner, stating you are authorized to do work on their property.

DESCRIPTION OF WORK TO BE PERFORMED

DESCRIPTIONS OF WORK TO BE PERFORMED
 Use letters for required work items.

New Building ☐ Add-on ☐ Garage ☐ Porch ☐ Deck ☐ Stairs ☐ Fences ☐ Retaining Walls ☐ Driveway ☐ Pool ☐ Other ☐

Cost Change ☐ Cost ☐ Other ☐ Planning ☐ Interior Building ☐ Construction ☐ Materials in progress ☐ Other ☐

Room ☐ Kitchen ☐ Living ☐ Dining ☐ Bedroom ☐ Bath ☐ Hall ☐ Other ☐

Size of Change or Addition ☐ Small ☐ Medium ☐ Large ☐ Other ☐

Distance between existing garage and proposed garage: None ☐ Small ☐ Medium ☐ Large ☐ Other ☐

Height of ridge above first floor grade: None ☐ Small ☐ Medium ☐ Large ☐ Other ☐

Additional Remarks ☐ ()

Project Name ☐ ()

Original Date ☐ ()

Original Designer ☐ ()

Here is where you will tell the HDC what you want to do. If there is not an option listed for your project or if your application is for multiple changes, please use the "Other" option.

DETAIL OF WORK TO BE PERFORMED

CIVIL ENGINEERING - 10th SEMESTER									
Parameters		Input		Output		Result		Remarks	
1. Name									
2. Roll No.									
3. Branch									
4. Section									
5. Date									
6. Time									
7. Venue									
8. Faculty									
9. Subject									
10. Marks									
11. Total Marks									
12. Grade									
13. Remarks									
14. Signature									
15. Date									
16. Time									
17. Venue									
18. Faculty									
19. Subject									
20. Marks									
21. Total Marks									
22. Grade									
23. Remarks									
24. Signature									
25. Date									
26. Time									
27. Venue									
28. Faculty									
29. Subject									
30. Marks									
31. Total Marks									
32. Grade									
33. Remarks									
34. Signature									
35. Date									
36. Time									
37. Venue									
38. Faculty									
39. Subject									
40. Marks									
41. Total Marks									
42. Grade									
43. Remarks									
44. Signature									
45. Date									
46. Time									
47. Venue									
48. Faculty									
49. Subject									
50. Marks									
51. Total Marks									
52. Grade									
53. Remarks									
54. Signature									
55. Date									
56. Time									
57. Venue									
58. Faculty									
59. Subject									
60. Marks									
61. Total Marks									
62. Grade									
63. Remarks									
64. Signature									
65. Date									

Here is where you need to be specific about the work you are planning to do. Most of this section will not apply, but the parts that do, need to be filled out completely.

COLORS

COLUMBIA

General _____	Classification of applicant(s) _____	Final _____
Title _____	Sex _____	Dates _____
Desk _____	Foundation _____	Phone _____
Students _____		

2 sheets must be filled, each and a selection of colors are from MCG's universal set.

In this section, you inform the HDC as to which colors you will be applying to each part of the work described previously.



APPLICATION COMPLETE! WHAT NEXT?

- Deliver completed application, with the appropriate fee, to the HDC office at 2 Fairgrounds **before 12PM on the deadline day.** Deadline dates for submissions are on the back of the checklist form or on the Town of Nantucket website in the **Meeting Calendar.**
- While at the HDC, sign your project up for “New Business”.
- Confirm your meeting date during sign up, and plan to attend!
- Submit your entire application in PDF format, with the address as subject, to: hdcsubmissions@nantucket-ma.gov

AT THE HDC MEETING

APPROVAL

If your application is approved, there is nothing further for you to do. Allow a few days for paperwork to be processed then stop by the office to pick up your approval.

Sometimes the HDC "approves through staff" meaning there are minor changes that you need to do before we can release it. If your application receives this type of approval, call the HDC (508) 325-7587 the next day to get things sorted out.

DENIED

In the unlikely event, your application is denied, you may not move forward with your project. There is an appeals process if you feel there were procedural errors in your hearing.

HOLD FOR REVISIONS

If your application is held for revisions, you will need to submit the changes by one of the 'rolling' deadlines in order to be heard at the following "Old Business" meetings. It is always a good idea to check in with HDC staff to go over what is required.

For More Information & Resources, go to:

<http://www.nantucket-ma.gov/283/Historic-District-Commission>