

SANDWICH HISTORIC DISTRICT GUIDELINES

When an Application Is Required: Application for Certificate of Appropriateness must be secured for change of land use and for all alterations, restoration, moving, demolition or construction involving change of exterior appearance to any side of a building visible to the public. This includes, but is not limited to, change of roof materials, siding, chimneys, porches, decks and terraces, fences, signs, windows, doors, outdoor lighting, garages, ground-mounted equipment, solar arrays, outbuildings, barns, and landscaping, even though a building permit may not be required. Routine repairs and painting that do not alter the present design or materials do not require a certificate.

GUIDELINES

The following guidelines do not anticipate all possible proposed changes. Unique situations will have to be evaluated by the Commission and the decisions concerning them will be made with these guidelines in mind.

These guidelines will be applied to buildings as follows:

1. Existing Buildings: All additions and exterior changes will be considered on an individual basis with emphasis on harmony with existing buildings and their settings.
2. New Construction: The exterior of the building is to be consistent with the scale of, and in balance with, existing buildings.

STRUCTURES:

1. Architectural Style: The architecture and proportions of the structure shall be consistent with those buildings within the district.
2. Siding: Siding shall be wood clapboards or wood shingles. On outbuildings vertical wood or board and batten siding may be used, as well as either of the above.
3. Color: Colors should be appropriate to the historical period of the building. Color samples should be provided.
4. Roof: Rooflines and roofing material shall be consistent with the roof and roofing of the buildings existing in the district.
5. Windows: Arrangement, style and size of the windows shall be compatible with the windows of the buildings within the district. If storm windows and storm doors are aluminum, white anodized is preferable.

6. Shutters: If proposed, wooden shutters are preferred and shall be of proper size, i.e. would cover the window if closed. Vinyl, acrylic or polystyrene shutters are not appropriate.
7. Doors: Size and style shall conform to that of existing buildings within the district.
8. Chimneys: Chimneys shall be brick or brick faced. Stucco chimneys will be considered upon application.
9. Porches, Decks and Terraces: Construction shall conform to existing porches, decks and terraces in the Historic District and all shall be in harmony with the structure to which they are attached.
10. Garages: garages shall relate architecturally to the building they will serve.

NON-STRUCTURAL FEATURES:

1. Fences: Fences shall be no higher than 4 feet and shall be set back 2 feet from the property line and 25 feet from the centerline of the road. Fences shall be of white picket, other wood construction or wrought iron. Rail fences may be used on side and back property lines.
2. Signs: Permanent signs shall not exceed 6 square feet in size. All signs shall be hung in a manner consistent with the district. Dark letters on a white (or light) background are preferred. Use of a commercial trademark or device is discouraged. Lighting of exterior signs is not desirable but will be considered upon showing of hardship. Signs shall be limited to 3 per business, 2 directional 6" x 36" and one sign not more than 6 square feet at the site of the business. In the case of temporary signs, the Commission will have the discretion to regulate sign dimension, appearance, and location. All proposed signage must be presented to the committee with actual color samples.
3. Outdoor Lighting: incandescent lighting is to be used. Area lighting is not appropriate.
4. Ground-Mounted Equipment: includes, but is not limited to, air-conditioner condensers, generators, heat exchangers, and satellite dishes. All equipment and associated conduit shall be installed in an unobtrusive location and screened to prevent visibility from the street, with either fencing, planting or both.
5. Solar: All solar panel installations must be considered on a case-by-case basis recognizing that the best option will depend on the characteristics of the property under consideration. The objective is to preserve the character-defining features and historic fabric while accommodating the need for solar access. Installations shall not alter the features and spaces that characterize the property. The removal of historic materials that

characterize the property shall be avoided. Free standing panels shall be kept out of sight from the main street to the extent possible.

6. Landscaping: Where changes of ground level is required for the installation of foundations, septic systems, etc., appropriate fill and grading is required to make the altered area conform to its surroundings.
7. Recreational Facilities: Tennis courts, swimming pools, etc., will be considered upon application. Primary consideration will be given to abutter opinion and degree of public visibility.
8. Land Use: It is in the interest of the Town and of the Historic District to encourage the continuance of land uses that are appropriate to the area and which involve no alteration to a structure.

Exceptions to the above based on hardship may be considered and granted by the Commission.

PROCEDURES FOR THE SANDWICH HISTORIC DISTRICT COMMISSION

The Commission is composed of seven (7) members appointed by the Board of Selectmen for staggered three year terms. One member shall be a member of the Board of Selectmen and not less than four (4) members shall be residents of the Historic District. A quorum shall consist of four (4) members, except that a lesser number may adjourn any legally called meeting to a later date, giving public notice of the adjournment.

1. Meetings: The Commission shall meet on the third Tuesday of each month in the Town Hall or by Zoom at 5:30 p.m. Three consecutive or six total unexcused absences is cause for removal from the Commission. Emergency meetings may be convened on request of the Chairman or three members of the Commission. All meetings are to be conducted with the reference of the Right to Know Law RSA 91-A.
2. Applications and Fees: Applications for Certificates of Appropriateness shall be made on application forms available from the Selectman's Office. For consideration at a scheduled meeting of the Commission, the application must be filed with the secretary or designated agent of the Board of Selectmen at least fifteen (15) days before the date of that meeting. Copies of plans or sketches or drawings shall accompany applications. Fees in the amount of \$10.00 per abutter may be required for any major reconstruction, new construction, or exterior construction at the discretion of the Historic District Commission.
3. Commission findings: The Commission shall notify the applicant (and the building inspector/selectmen) of its decision within a reasonable period of time, not to exceed 45 days and, in the event of a negative decision, shall furnish a copy of its decision with

reasons. If the applicant brings in professional consultants, the cost for such consultants shall be borne by the applicant. Further, if the Commission has to retain professional consultants, the cost for such consultants shall be borne by the applicant.

4. Appeals: Appeals may be made to the Sandwich Board of Adjustment and must be filed within 30 days of a decision by the Commission.
5. Enforcement: Enforcement shall be through the provisions of the Zoning Ordinance of the Town of Sandwich and shall be enforced by the Selectmen. In case of a conflict with the Zoning Ordinance, the more stringent ordinance applies.

REVISIONS:

February 1983; June 1984; September 12, 1989; December 15, 1992; April 18, 1995; April 17, 2001; August 19, 2014; November 2020; April 2022; August 2022; March 2023.