

# 8 STEPS

## TO DESIGN REVIEW IN THE HISTORIC DISTRICT

### 1. GETTING STARTED

Familiarize yourself with the design review procedure by asking questions at Rowley Town Hall, with the town inspection department or a member of the Historic District Commission. These process questions for commission members are for information only. Individual members cannot predict or determine the outcome of your review.

Visit the RHDC (Rowley Historic District Commission) page on the town website for background and details about the review process steps listed below.

### 2. THE APPLICATION

Obtain an Historic District Application for Certificate. This application must be filled out completely giving descriptions and building details about the proposed project. The application for Certificate may be downloaded from the RHDC page on the town website or picked up at the inspection office.

### 3. WHEN & WHERE?

Applications are reviewed once monthly on the first Tuesday of each month. The hearings are held at the Town Hall Annex, Center School conference room at 6:30 unless otherwise posted at Town Hall. The RHDC will notify applicants of any schedule changes.

### 4. DEADLINES AND FEES

Your completed Certificate for Application must be received by the town hall clerk, with a \$15 filing fee made out to the Town of Rowley, 16 days before the monthly RHDC review meeting. ***Failure to make the above deadline will push your project hearing to the next month's meeting or later***

### 5. ABUTTER NOTIFICATION

A public hearing is required for Certificate of Appropriateness or Certificate of Hardship. Notice of this hearing must be posted by the Town Clerk 14 days before the hearing. All abutters to the proposed project site must be given written notice of the public hearing. ***Complete the Abutter Notification Steps that follow this "8 Steps to Design Review".***

### 6. WHAT TO BRING TO YOUR HEARING

At the hearing, the RHDC will ask you to describe your plans and ask questions about the project details. You must have well drawn 1/4" scale architectural drawings that the committee can pass around to study your building's design.

- Photographs of the existing conditions are required to consider proposed building changes and the existing architectural details.
- Product samples and catalogs provide clear information about the materials and styles of the architectural elements which are shown in your plans. Bring samples.

### 7. THE DESIGN REVIEW DECISION

Usually, after review, the commission will vote to grant a certificate that notifies the building inspector that your project has met the Rowley Historic District requirements. If, on the other hand, there are issues with your design which cannot be resolved you may be asked to return with plans that show the changes required by the commission.

### 8. FINALLY

A record of your hearing is kept including the decision and vote. *Copies of the Architectural drawings and photos are kept for our records.* Work on your project must follow the design decision agreed to at your hearing with the RHDC.

## ABUTTER NOTIFICATION STEPS

*Take these actions a minimum of two full weeks before your public meeting is scheduled by the RHDC.*

1. Go to the assessor's office at town hall and request a stamped, official list of the abutters to your project location.
2. Download the Abutter Notification PDF from the RHDC page on the Rowley town web site. This PDF includes two forms for your use:  
*The Abutter Letter* and *The Notification Confirmation*
3. Use the downloaded notification form letter, and the assessor's abutter list, to mail out notices of the meeting. (14 days before scheduled meeting)
4. After mailing the *Abutter Letter*, be sure to sign the statement confirming the abutter notification, and then bring the *Notification Confirmation* to your hearing so that it can be included in our files.