

Ashley Falls Historic District Commission
Town of Sheffield
21 Depot Square, Sheffield MA 01257

APPLICATION FOR CERTIFICATE

If your property falls within the Ashley Falls Historic District, before you can do any demolition, construction, alteration, replacement of windows, fencing, paving, change of paint color or other exterior work on your buildings and grounds (excluding landscaping), you must apply for and receive a certificate from the Ashley Falls Historic District Commission. You must do so whether or not you require a building permit to carry out the work.

When applying for a certificate, please use this application form. The form can be filled out on your computer, but you will have to print it and sign it before returning it. In general, the more information you provide, the easier it is for the Commission to act expeditiously on your application. If you do not provide sufficient information, it will slow the approval process.

Please email the form and accompanying documentation to AFHDCCommission@gmail.com. All information regarding the project must be included on the form and its attached sheets, not in the cover email. If you wish to submit your application on paper, please send five copies to the address above. **If your project involves new major construction** (an addition or a new structure), please contact the Commission so that it can provide you with an APPLICATION FOR CERTIFICATE – NEW CONSTRUCTION. That form will apprise you of the documentation required before the Commission can begin consideration of your application.

Further information about the application process can be found in the *Handbook and Design Guidelines* of the AFHD, a copy of which may be found at our website listed below. A hard copy of the *Handbook* may be obtained by contacting the Commission, or from the Town Clerk.

The Commission will determine which category of application is appropriate. If the Commission determines that your application involves exterior architectural features that are excluded from review by the Commission, the Commission inform you that you may proceed without a certificate, or it will issue a Certificate of Nonapplicability promptly. If the Commission determines that a Certificate of Appropriateness is required, it will normally call for a public hearing on the application, to which you and your neighbors will be invited. Shortly thereafter, the Commission will meet to act upon your application.

The Ashley Falls Historic District Commission is eager to help make the application process as easy and transparent as possible. We urge you to contact us with any questions or requests for assistance by email at AFHDCCommission@gmail.com.

Advance consultation with the Commission can help avoid later delays. If you wish to talk with the Commission, please send an email with your phone number to the Commission's email address and one of the Commissioners will contact you promptly.

AFHDCCommission@gmail.com
www.sheffieldma.gov/ashley-falls-historic-district-commission

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Application # (for official use): _____

Address of the property: _____

Name of project: (e.g., install new windows; repaint house; replace roof):

Name of applicant: _____

Email address: _____

Telephone numbers: _____

Mailing Address: _____

Name of property owner (if different): _____

Email address: _____

Telephone numbers: _____

Proposed start and completion dates: Start _____ Completion _____

Description of proposed work: Please attach additional pages with a description of your proposed project, and any relevant documentation (site plans, floor plans, photographs, elevations, dimensions, paint color, material samples, etc.) that can assist the Commission in its deliberations. Please include the property address on each page that you submit.

I certify that all the information provided in this application is true.

Signature of Applicant: _____ Date: _____

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