

Hampton Heritage Commission
Procedures for Demolition Permit Application

Purpose: All permits for the demolition of a building in the town of Hampton require a review and a sign-off by the Heritage Commission. This is to enable the Commission to keep a permanent record containing adequate historical information about the structure that will be included in the Heritage Commission's Archives.

Requirements: The following information is required:

- Historical Information Form (attached)
- A copy of the plot plan showing the location and approximate dimensions of the structure to be demolished. This may be obtained from the Town Assessor's Office.
- A minimum of four exterior photos, showing all sides of the building, including a street view and a distant view which relates the building to its neighbors. Please add additional interior views to show any features that are original, unique or interesting architectural features.

Application must be signed by the property owner of record, or a letter of authorization from the owner must accompany the form.

Submission: The required information must be submitted to the Commission at least 5 business days before its monthly meeting, when the information will be considered by the entire Commission. Meetings are scheduled for the second Wednesday of each month in the Selectman's Meeting Room at 7:00 PM. Paperwork may be left in the Commission's mailbox in the town hall lobby or mailed. **No permits will be considered outside of a regular scheduled public meeting.**

If the Commission determines that the property described is of significant historic interest to the town, it may require additional information and/or time to ensure that adequate steps have been taken to preserve the record of the building in question. Please be as thorough as possible when submitting information.

If you have any questions please contact Sue Erwin at 926-2945 (please leave a message if no answer) or the Hampton Building Inspector's Office.

Application Date _____

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Demolition Permit Application

The following information must be submitted as part of the Demolition Permit Application for all structures in the town of Hampton. Use additional sheets if necessary.

- Current Owner of Record _____
- Street Address _____
- Map _____ Lots Number (from Assessor's Office) _____
- Date of Original Construction _____
- Date and description of any architectural changes (if known) _____

- Description of Architectural Style (Colonial, Garrison, Cape, Ranch, etc.) _____

- Approximate Dimensions _____
- Any information regarding past use, owners or connections of structure for addition to archives. _____

The foregoing information is complete and accurate to the best of my belief:

Applicant:

Signed _____

Printed Name _____

Address _____

Phone _____

E-mail _____