



CITY OF NEWPORT

HISTORIC DISTRICT COMMISSION

CERTIFICATE OF APPROPRIATENESS

REVISED: October 2023



NEWPORT HISTORIC DISTRICT COMMISSION

DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT

43 Broadway, Newport, Rhode Island 02840

401.846.9600 (City Hall) 401.845.5415 (Preservation Planner)

NEWPORT'S HDC PROCESS

The following procedures should be followed whenever a property owner proposes exterior work to a property located in Newport's local historic district.

Application forms, maps, and other information are available at www.cityofnewport.com or from the Department of Planning and Economic Development located at 43 Broadway, Third Floor.

1. CONFIRM that the property is located within the local historic district and that the proposed work will require review. This can be done through the City of Newport's GIS portal linked on the City website (<https://www.cityofnewport.com/living-in-newport/gis-mapping>). You may find your property's plat and lot from www.NEreal.com. A list of **exceptions** to HDC review can be found on the last page of this packet-if your scope of work fits within the list of exceptions, no COA is required, **but you may still require a building permit.**

2. COMPLETE and your HDC Application **and bring in 1 (one) hard copy, along with required supporting materials, and a check.** Email a digital copy to PreservationCOA@cityofnewport.com. The deadline for submission of completed applications is the 2nd Tuesday of each month for the next month's meeting; however, applications should be submitted to the Department of Planning and Economic Development as much in advance of the deadline as possible. Applications may be prepared by property owners **or** their legally authorized representatives; however, the property owner is **always** the applicant and **must** sign the application. Please note: the Historic District Commission will **not** accept product representatives as legally authorized representatives.

Incomplete or illegible applications will be returned to the applicant within seven (7) days following the submittal deadline each month. Applications that do not include the required supporting documentation will be returned to the applicant as incomplete. All applications must be accompanied by an application fee. Only checks, money orders, or cash can be accepted as payment. Checks and money orders should be made payable to the "City of Newport." An application submitted without a fee is incomplete and will be returned.

3. ATTEND THE MEETING. HDC meetings are held on the second Tuesday of each month at 6:30 p.m. Applicants, or their authorized representatives, are required to attend the HDC meeting to represent their application. Unrepresented applications will be dismissed by the HDC, requiring an applicant to re-apply.

4. CERTIFICATE OF APPROPRIATENESS

If an HDC application is approved: a Certificate of Appropriateness (a "COA") is issued to the property owner in the form of a letter. If a building permit is required for the project, HDC approved plans must be attached to the building permit application. Applicants who receive HDC approval must follow approved plans or face possible legal action by the City. Failure to follow approved plans may delay or prevent the issuance of other permits or certificates of occupancy, or may result in zoning code violations.

If an HDC application is denied: A denial in the form of a legal decision will be written by staff or the applicant's legally authorized representative. The HDC decision may be appealed. Appeals of HDC decisions are made to the Zoning Board of Review, which reviews only whether the HDC made a procedural error or had sufficient evidence to make its decision. Without substantial changes, a denied application may not be resubmitted to the HDC for one (1) year from the date of the original HDC denial/decision.

****COA's are only valid for the work that was specifically approved by the Preservation Planner or the HDC and are valid for one (1) year. Any changes to a project (including alterations required by other reviews such as zoning or CRMC, or unanticipated circumstances during construction) must be reviewed by City staff and/or by the Commission for approval prior to commencing or continuing any work. Certificates of Appropriateness may be extended for one year upon written request prior to the expiration of a valid Certificate. It is the applicant's sole responsibility to obtain all necessary building permits and zoning variances for any project.****



NEWPORT HISTORIC DISTRICT COMMISSION

DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

43 Broadway, Newport, Rhode Island 02840

401.846.9600 (City Hall) 401.845.5415 (Preservation)

Received by the Zoning and Inspections Department:

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Please complete this application in **BLACK** or **BLUE** ink only.

The fields marked in **RED** are **REQUIRED**

Illegible/incomplete applications will be returned to the applicant.

Hearing Dates and Filing Deadlines are posted at City Hall and www.cityofnewport.com.

GENERAL INFORMATION

PROPERTY ADDRESS:	Plat: Lot:
Property Name (if any, including historic):	Original Date of Construction:
APPLICANT (Legal Owner of Record):	Telephone:
Mailing Address:	Email:
LEGALLY AUTHORIZED REPRESENTATIVE* (if applicable):	Telephone:
Mailing Address:	Email:

*Please note: the Historic District Commission will not accept product representatives as legally authorized representatives.

ADDITIONAL INFORMATION CHECKLIST

Yes/No

- Is the application fee included? (See attached General Fee Schedule)
- Is the property in condominium ownership? **If yes, proof of board or association approval must be attached.**
- Is this application filed in response to a violation notice?
- Is this application a modification of plans previously-approved (date(s) _____) by the HDC?
- Does this project require other approvals? Zoning _____ CRMC _____ Other (describe): _____
- Does access to the subject property require special arrangements? _____
- Roof(s) or skylight(s)?

PLEASE REVIEW THE HDC'S [POLICIES AND GUIDELINES FOR ROOF REPLACEMENT](#) LOCATED ON THE CITY WEBSITE

- Window(s) or door(s)?

PLEASE REVIEW THE HDC'S [POLICIES AND GUIDELINES FOR WINDOW AND DOOR REPLACEMENT](#) LOCATED ON THE CITY WEBSITE

SUMMARY OF PROPOSED WORK

Describe all proposed exterior alterations to the subject property here.

Do not leave this section blank.

REQUIRED APPLICATION MATERIALS

PLEASE READ CAREFULLY TO CONFIRM THAT ALL REQUIRED MATERIALS ARE INCLUDED IN COMPLETED APPLICATION PACKET.

All HDC application materials must be submitted on 8.5x11 or 11x17 paper, **single-sided**, to facilitate electronic scanning, posting and archiving.

1 (ONE) HARD COPY OF APPLICATION, REQUIRED SUPPORTING MATERIALS, AND APPLICATION FEE SHOULD BE SUBMITTED TO THE BUILDING INSPECTIONS OFFICE LOCATED ON THE THIRD FLOOR OF CITY HALL.

1 (ONE) DIGITAL COPY OF ALL MATERIALS SHOULD BE SUBMITTED BY EMAIL TO PRESERVATIONCOA@CITYOFNEWPORT.COM

APPLICATION

- COMPLETED **APPLICATION FORM** AND 1 **COPY** OF EACH REQUIRED MATERIAL (PHOTOGRAPHS, DRAWINGS AND MATERIALS/PRODUCT LITERATURE/SAMPLES).
- DIGITAL COPY** OF APPLICATION AND MATERIALS

PHOTOGRAPHS

- Color photographs (4" x 6" or larger) clearly depicting current existing conditions at the property are required for all applications.** Include a minimum of one (1) street view of the property showing any portions of the building(s) that are visible and a minimum of one (1) photograph of each elevation that will be affected by the proposed work. **Photographs must be submitted on 8.5x11 or 11x17 paper. Prints are not accepted.** Date and legal address of subject property should be indicated on all photographs. Including historic views of the subject property is encouraged.

WINDOW/DOOR INVENTORY and EVALUATION

- For applications proposing to remove, replace, or relocate windows, a **WINDOW INVENTORY** must be submitted, including photographs of the exterior which clearly identify any window being touched, with corresponding close-up photographs of each of those windows showing their condition.
- For applications proposing to remove, replace, or relocate windows, a **WINDOW EVALUATION** must be submitted, **PREPARED BY A QUALIFIED WINDOW OR DOOR EXPERT** which evaluates the existing condition of each window or door proposed for replacement, identifying any and all damage, and whether these window(s) could be repaired rather than replaced (Newport Historic Standard 17.80.060.A.5 "Repair before Replace")

HISTORICAL EVALUATION

- For applications proposing alterations to exterior features or additions to CONTRIBUTING STRUCTURES, an historical evaluation shall be submitted, providing historical photographs, maps, and information obtained through various methods of research, including online, print literature, and/or through the Newport Historical Society archives, which will assist the Preservation Planner and Historic District Commission in assessing the potential impacts to historic aspects of the structure from the proposed alterations/additions.

DRAWINGS

If drawings are required, one (1) DIGITAL original drawn scale set should be submitted along with the original, reduced to fit on 8.5"x11" or 11"x17" paper. Drawings must include date, scale, cardinal points (N, S, E and W) and proposed materials. If the application proposes modifications to plans previously approved by the HDC, an 11"x17" copy of the previously-approved drawings must be included along with new drawings depicting proposed modifications. *Please note that applications for any major construction require drawings that meet professional standards.*

- Elevation drawings** are required for most projects and should show existing conditions and proposed alterations at all elevations that will be affected by proposed work. (1/4" = 1' scale or larger for most residential-scale projects)

- Elevation detail and cross section drawings** are required for proposed projects (including new construction and major alteration) that involve new or altered windows, doors, dormers, porches, trim elements and other new or altered architectural features. (3/4" = 1' scale or larger)

- Full scale details** are required for certain proposed new architectural elements (moldings and other trim elements, for example.)

- Site plan** is required for any alteration to existing building footprints, including proposed free-standing construction or additions to existing buildings as well as for the addition of at-grade mechanical equipment. (1"=20' scale or larger)

- Roof plan** is required for any proposed **solar panels** on existing building, showing the location of the panels.

- Perspective drawings (or some other form of perspective depiction, such as photomontage)** may be required for proposed new free-standing construction or substantial alteration of existing buildings or sites.

MATERIALS/PRODUCT LITERATURE/SAMPLES

- PRODUCT LITERATURE AND/OR MANUFACTURER SPECIFICATION SHEETS** for stock items should be submitted. Material samples are requested on a case-by-case basis, but are generally required for any proposed new construction or substantial alteration of existing buildings.

SIGNATURE

I certify that (i) I am the Legal Owner of Record or legally authorized to sign on behalf of the property's Legal Owner of Record and (ii) all of the information provided in and with this application is true and accurate to the best of my knowledge.

Applicant Signature: _____ **Date:** _____

Applicant Printed Name: _____

17.80.100. - Exceptions.

Nothing in this chapter shall be construed to prevent painting or ordinary maintenance and repair of any structure or appurtenance within a historic district, provided that such painting or ordinary maintenance and repair does not result in any change of design, type of material, or appearance of the structure or appurtenance; nor shall anything in this chapter be construed to prevent the construction, alteration, repair, moving, or demolition of any structure under a permit issued by the building official prior to the passage of this chapter. The following are actions or items which are exempt from commission review:

1. Paint colors, surface preparation or paint composition;
2. Decorating—holiday or other;
3. Landscaping, including shrubs, trees, flowers, window flower boxes, and other plantings, exterior lighting, flags and flagpoles, lawn furniture, park benches and birdbaths;
4. Window air conditioning units;
5. Ground-mounted air conditioning units generators (one hundred (100) amps or less), if not visible from any public way, in compliance with zoning setback requirements, and if screened by fencing or shrubbery;
6. Fences, gates, gateposts and walls, except historic stone walls as provided for in [Chapter 17.74](#).
7. Historic designed landscapes;
8. All ordinary maintenance and repair of any existing exterior features of a structure or appurtenance that does not result in any change of design, type of material, or appearance of the structure or appurtenance;
9. Temporary structures or signs that are temporary and whose duration will not exceed any guidelines established by the commission;
10. Storm windows and storm doors;
11. Paving, patios and driveways;
12. The reconstruction in the same design of a building, structure or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided such reconstruction is begun within one year and is continued to completion without substantial interruption and provided that sufficient and reliable evidence exists, such as from detailed as-built drawings or reasonable photo documentation, of the exterior features of the building, structure or architectural feature prior to the casualty causing the damage or destruction.

(Ord. No. 2010-28, § 1, 8-25-2010; Ord. No. 2014-021, § 1, 8-27-2014)

CITY OF NEWPORT
ORDINANCE
OF THE
COUNCIL
NO. 2017-21

AN ORDINANCE IN AMENDMENT OF TITLE 2 OF THE CODIFIED ORDINANCES OF THE CITY OF NEWPORT, RHODE ISLAND, AS AMENDED, ENTITLED, "GENERAL FEE SCHEDULE."

BE IT ORDAINED by the City of Newport:

SECTION 1. Chapter 2.120 of the Codified Ordinances of the City of Newport, RI, revision of 1994, as amended, entitled, "GENERAL FEE SCHEDULE," is hereby further amended as follows:

Section 2.120.010. Fees for permits and licenses.

"#58. Historic District Commission.

DELETE in its entirety and ADD IN LIEU THEREOF:

58.	Historic District Commission		
	Minor plan modifications, in-kind replacement review, and signage	50.00	
	Minor alteration (any alteration that replaces existing building features or any addition of less than 25% of an existing structure's square footage.)	150.00	
	Major alteration (any addition of more than 25% of an existing structure's square footage) and for demolition of any existing structure.	250.00	
	New construction* less than 10,000 square feet	500.00	
	New construction* or additions in excess of 10,000 square feet	750.00	
	Special Meetings	500.00	