



INDUSTRIAL AND COMMERCIAL BUILDINGS DISTRICT

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROVIDENCE HISTORIC DISTRICT COMMISSION

Department of Planning and Development
444 Westminister Street, Suite 3A, Providence, RI 02903
401.680.8517/FAX 401.680.8492

FOR OFFICE USE ONLY

Application No: _____
Date Received: _____
Date Accepted: _____
Hearing Date: _____
NR Status: _____

*PLEASE PRINT OR TYPE, COMPLETING BOTH SIDE OF FORM. CONTACT HDC STAFF
FOR HEARING DATES AND FILING DEADLINES.*

PART 1 – GENERAL INFORMATION

PROPERTY ADDRESS:	PLAT/LOT
OWNER NAME:	Phone:
Mailing Address:	Zip Code:
APPLICANT NAME:	Phone:
Mailing Address:	Zip Code:
ARCHITECT/CONTRACTOR NAME (if any):	
Mailing Address:	Zip Code:
CONTACT PERSON:	Phone:

I certify that all information contained in this application is true and accurate to the best of my knowledge. *(Both signatures are required. Please print or type name under signature.)* Owner's signature authorizes HDC members and staff to make periodic site visits during project review.

Applicant: _____ Owner: _____

☐ Check this box if applying for tax credits with the Rhode Island Historical Preservation Commission.

PART 2 – DESCRIPTION OF PROPOSED WORK

Application Category:

☐ Major Alterations/Additions ☐ Demolition

Briefly but completely describe the entire scope of work. Attach additional pages if necessary.

(over, please)

PART 3 – DOCUMENTATION SUBMITTED

The required documentation is dependent upon the type of project proposed. The HDC staff will provide checklists of specific documentation required for your project. **Incomplete applications cannot be submitted for review.** All documentation must be labeled and dated. All documentation will be retained by the HDC as part of the public record. Please check off all items submitted as required documentation for your application.

- _____ **35mm or Digital Photographs** (color or b/w prints or color copies. No photocopies or instant snapshots).
 _____ **Drawings, to scale** (site plan, elevations, floor plans and sections as necessary to illustrate the project.
 Include existing and proposed conditions).
 _____ **Shop Drawings, Product Literature, Specifications**
 _____ **Financial Data** (demolition proposals only)
 _____ **List of Expert Witnesses or Owner's Representatives** (public hearings only. Include name, business
 address, and professional qualifications.)
 _____ **Other Information** (specify: _____)
 _____ **Application Fee** (amount: \$ _____. Checks or money orders only made payable to City
 Collector. Cash will not be accepted.)

PART 4 – LIST OF ABUTTING PROPERTY OWNERS

When an application is reviewed at a public meeting, all owners of abutting properties must be given advance written notice of the meeting and an opportunity to comment on the application. An “abutter” is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; streets are considered common property lines. Names and complete mailing addresses are to be obtained from the most current records of the City Tax Assessor (Providence City Hall, 25 Dorrance Street, Providence, telephone: 401.421.7740). Abutting lots which lie outside the plat in which the subject property is located must also be included. Attach additional sheets if necessary.

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