

TOWN OF STOWE	
Historic Overlay District & Historic Building Application Checklist	
The following information is required for all applications subject to review under Section 10.	
Submitted	
	Completed Development Application Form
	Application Fee- See Fee Schedule (Effective 7/1/2015)
	Project Narrative – This must include the existing or intended use of all buildings on the lot, as well as a detailed list and description of all proposed alterations.
	Dimensional Information- Required district setbacks shall be clearly depicted on the site plan. The Applicant must also provide a density calculation (if applicable) and existing and proposed building coverage.
	Floor Plans -Floor plans shall include all floors of the structure and shall be of sufficient detail to allow the Zoning Administrator or DRB to determine if an application, as proposed, will fully comply with the Regulations.
	Current color photographs showing the site and affected structures, all sides, neighboring structures and relevant details.
	A description of all materials to be used on the exterior of any building.
	Manufacturer cut sheets for all lighting fixtures including bulb type, wattage, lumens, and direction of light.
	Manufacturer cut sheets for all window and door replacements. Replacement windows must be simulated divided lites (SDL) or true divided lites (TDL) only, mullions between the glass are unacceptable.
	Historic building inventory information.
	<p>Building Elevations- Building elevations shall be of all sides of the structure and clearly mark the height of the structure. Building elevations must be drawn to scale of no less than 1/4" = 1'0" and include the following:</p> <ol style="list-style-type: none"> a. Facades, materials, type of siding, roofing, and shingles; Natural materials are preferred- aluminum and vinyl imitation clapboard is discouraged; b. Existing features and proposed alterations; c. Entrances, stairways, and ramps; d. All significant external building elements, including but not limited to walls, windows, doorways; Windows shall depict the proposed mullion /lite pattern; Doors shall depict the material, glazing, and paneling; e. The location of all exterior lighting; f. The location of all HVAC equipment, chimneys, vents larger than bathroom or laundry (4"), and any other mechanical equipment; g. Elevations shall have details drawn to scale. h. Architectural details such as railings, trim, and molding; Details including roof eaves, soffits and gables, building corners, window and door trim. Railings and porch trim shall be depicted with large scale (1" =1'-0" or greater); Option: If trim details from an existing structure are to be used for an addition or a rebuilt structure then dimensioned photographs of the existing details shall be provided as examples. i. Trim checklist: <ol style="list-style-type: none"> 1. Frieze, fascia and shadow board (extra fascia wrap) sizes. 2. Soffit overhang dimensions and materials. 3. Flat soffit corner return details. 4. Window trim sizes and materials (i.e., 1x, 5/4 x, etc.) 5. Porch post and beam trim materials and sizes (bases, caps, etc.) 6. Siding materials, sizes and exposures. 7. Decking materials and sizes.
	<p>Site Plan drawn in an appropriate scale on paper not smaller than 18" X 24" showing boundaries of the property and including the following:</p> <ol style="list-style-type: none"> a. Locator map of an appropriate scale showing the relation of the property boundaries and road frontage to at least two (2) intersecting roads in the vicinity. b. Name of project, name and address of property owner. c. Names of adjoining property owner(s). d. Name of firm preparing plan, scale, north point and date of preparation. e. Existing features including lot area, structures, streets, driveways, waterways, wetlands, easements, rights-of-way, land use and deed restrictions, parking spaces and landscaping features. f. Proposed features including structures, streets, driveways, traffic circulation, parking areas, loading areas, pedestrian walks, fences and walls, water supply, sewage disposal area and lighting locations. <p>Site plans must be drawn to scale, with a scale appropriate to show the necessary details for review. At a minimum, site plans must show the dimensions of the lot to be built on, location of the building and/or accessory building to be erected, altered, extended or moved and a surveyor's plot plan of the property, if available. The application should further include the location of all streams and wetlands, construction-related soil erosion measures and permanent stormwater control measures.</p>
	Additional information as deemed necessary by the Historic Preservation Commission.