

## **Heritage Commission Hearings and Actions Concerning Historic District Building Permit Applications**

The Heritage Commission is required by the Zoning Ordinance to review and approve all building permit applications falling within their jurisdiction [see City of Manchester Zoning Ordinance, Article 7.05(C)]. In such cases, in addition to the typical application for building permit which is filed with the Building Department, the applicant must also complete and file with the Planning and Community Development Department an “Application For Historic District Building Permit”.

As an aid to the general public, the Planning and Community Development Department provides general application assistance to anyone seeking to apply for a Historic District building permit.

Once a completed “Application For Historic District Building Permit” is received by the Heritage Commission, it will be placed on the agenda for the Commission’s next regularly scheduled monthly meeting. At that time, the Commission will review and conduct a public hearing on all such applications listed on their agenda and they will also decide whether to approve or disapprove of the requested building actions.

The Heritage Commission will then file a certificate of approval or a notice of disapproval with the Building Department within 45 days of the original filing of the building permit application, unless the applicant agrees to a longer period of time. In any case, no building permit shall be issued by the Building Department until after they have received the Commission’s certificate of approval.