

Canterbury Historic District Regulations

Preamble

Historically, Canterbury's Center Historic District and the Shaker Historic Overlay District have been the sites of religious, social, cultural, agricultural, and business activities. The Center Historic District, while comprised of buildings from the 18th, 19th, and 20th centuries, still maintains the feel and style of a rural New England village. Similarly, Shaker Village retains much of its original 18th and 19th century architecture and site improvements. Both districts serve as a vital link to the history of Canterbury and it is the intent of these regulations to preserve and retain these important resources for generations to come.

1.0 Authority and Purpose

A. Authority - The authority of the Historic District Commission derives from the adoption of the Ordinance, pursuant to RSAs 673-677. The adoption and amendment of regulations is authorized under Article 13.3 (D) of the Ordinance.

B. Purposes - The purposes of the Regulations are to:

1. guide construction, maintenance, and rehabilitation of property in the Town's two historic districts, defined in the Ordinance, so as to recognize and preserve those structures, sites, and views within the districts which reflect the historically important land, archeological structures, cultural, architectural, social, and economic history of the Town of Canterbury;
2. maintain property values in the Town of Canterbury;
3. promote the use of man-made and natural features within the districts for the education, welfare, and enjoyment of the community; and
4. foster public appreciation of and civic pride in the Town's present day character and the accomplishments of the past.

C. Location of Districts - The boundaries of the Center Historic District and Shaker Historic Overlay District are as set forth on the official Zoning Maps of the Town of Canterbury, New Hampshire (Appendix A)

D. Regulated Activities - It is unlawful for any person to construct, alter, move, or demolish any building, structure, or visible feature which lies within a Historic District without first obtaining a certificate of approval from the Historic District Commission. The power of review shall be limited to those considerations which have an impact on the character and integrity of the District.

1. Activities Requiring Review - The following activities within the Historic Districts shall be reviewed by the Historic Commission:

- a. Erection, alteration, repair, removal, relocation, or demolition of a building, structure, or any visible feature thereon;
- b. Construction, reconstruction, repair or removal of stone walls or fencing;
- c. Grading or excavation on any site;
- d. Change or removal of any natural feature including trees and natural vegetation within the District; and
- e. Any activity which might disturb a known or suspected archeological site.

2. Activities Not Requiring Review - The Historic District Commission shall not require review of the following:

- a. The ordinary maintenance and repair of any architectural feature which does not involve removal or a change in the design, dimensions, materials, or outer appearance of such features;
- b. Painting or repainting of buildings or structures.

E. Acceptance of Gifts, Grants, and Contributions and Public Education- The Commission is authorized to accept gifts, grants, and contributions in the furtherance of its duties and responsibilities. The Commission may sponsor and conduct public educational programs in meeting the purposes of this Ordinance.

F. Authority to Adopt and Amend Regulations and Guidelines - The Commission, after notice and public hearing, may adopt and amend regulations and guidelines regarding its procedures for hearing and reviewing applications as deemed necessary by the Commission to comply with the purposes of this Ordinance.

2.0 Commission Membership, Powers, and Duties

A. Members - The Commission shall consist of five (5) regular members, one of whom shall be an *ex officio* member of the Board of Selectmen.

B. Alternates - Two (2) alternate members shall be appointed. Whenever a regular member is either absent or disqualifies himself or herself, the chairperson shall designate an alternate to vote in his or her place. When designated to vote, the alternate shall continue as a voting member until the end of the meeting and any subsequent meetings which considered the same issue.

C. Appointment - The *ex officio* member and all other regular and alternate members shall be appointed by the Board of Selectmen.

D. Qualifications - In determining each member's qualifications, the Board of Selectmen may take into consideration the appointee's demonstrated interest and ability to understand, appreciate, and promote the purposes of the Historic District Commission. To the extent that professionals in the following disciplines are available in the community, the Board of Selectmen should make a reasonable effort to appoint members from professions such as: architectural history, archaeology, cultural anthropology, planning, real estate, education, and historians. At least one of the members should be a resident in a Historic District and all members are required to be residents of the Town.

E. Terms - The term of the *ex officio* member shall coincide with the term for that office. The term of all other regular and alternate members shall be for three (3) years. The terms shall be staggered such that not more than two appointments occur in any given year.

F. Vacancies - The Board of Selectmen shall act within sixty days to fill a vacancy, including expired terms. Vacancies shall be filled as provided by RSA 673:12.

G. Quorum - A quorum of three members (regular or alternate) is required for any vote of the Commission.

3.0 Application, Fees, and Notices

A. Application for Approval (see Appendix B) - An "application for approval" shall be completed in accordance with the regulations and guidelines specified in this section for all projects covered by the Ordinance. All "applications for approval" shall be filed with the Land Use Administrator on forms approved by the Historic District Commission. The application form shall specify the content of a narrative description of the proposed project and list any required plans, photographs, sketches, and building material descriptions to be included with the application. Commission review shall not begin until all required forms and plans have been received and accepted by the Administrator and submitted to the Commission. The content of the application shall include the following:

1. **Project Description** - A brief narrative description of the proposed project describing who will perform the work, the project time frame, and the scope of the project.

2. **Site Plan** - 1/4" scaled plans showing the footprint of the existing and proposed construction, boundaries, setbacks, circulation, and landscaping (existing/proposed)

3. **Architectural details** - 1/4" scale plans and sketches (as applicable): including but not limited to windows, doors, moldings and trim, railings, masonry, brackets, shutters, etc.

4. **Materials description** - specification sheets and/or samples of proposed building materials

5. **Photographs** - dated photographs of existing buildings and site suitable for recording

B. Filing Fees - All applicants shall be required to pay the applicable filing fees and legal notice fees as established by the Commission, unless a “waiver” of public hearing has been granted pursuant to these regulations.

C. Additional Assistance - In reviewing the application package, the Commission may request reports and recommendations regarding the impact of the proposal from the Planning Board, Fire Chief, Code Enforcement Officer or other administrative officials of the Town of Canterbury and other groups or persons who may possess information concerning the impact of the proposal on the Historic District.

D. Demolition - Applications for demolition shall include concept plans for the re-use of the site after demolition including elevations of any new construction and landscaping and demonstrate that the concept plans for the site will be compatible with the historic, architectural, and cultural values of the buildings and structures immediately adjacent to the site. No permit for demolition shall be granted until all plans for future use and development of the site have been filed with the Land Use Administrator and have been found to comply with all laws pertaining to the issuance of a building permit. All approvals necessary for the issuance of such building permit, including without limitation, any necessary zoning variances or special permits must be granted and all appeal periods from the granting of such approvals must be concluded prior to the issuance of a demolition permit. For structures designated as a non-contributory resource or incompatible resource, the applicant must submit concept plans for the re-use of the site after demolition.

4.0 Review Criteria

To accommodate the wide “window” for architectural details, acceptable materials and methods of construction will be stressed and suggested for new construction. With regard to architectural style within the districts, the HDC will consider proposed construction within the context of the site’s existing contribution to the remaining historic integrity of the district, the site’s original architectural style, the site’s visibility from the road, and the nature of the proposed construction in terms of its permanency. Improvements shall be compatible to the architectural style original to existing structures on the property. Improvements visible from the road and which cannot be undone except at great cost will generally be of greater concern to the Commission.

In reviewing an application, the Commission shall take into account the purposes of this article and consider, but not be limited to, the following:

A. Historical, architectural, or cultural value. The historical, architectural, or cultural value of the subject building(s), structure, landscape(s), and their contribution to the setting.

B. Compatibility. The compatibility of the exterior design, arrangement of the elements, texture, and material proposed to be used in relationship to the architectural style original to the existing structures in the district.

C. Scale and Size. The scale and general size of the new construction and renovations in relation to existing surroundings with consideration of such factors as height, width, street frontage, number of stories, roof type, facade openings, and architectural detail.

D. Other factors. Other factors, including yards, off-street parking, screening, fencing, entrance drives, sidewalks, signs, lights, and /or landscaping which might effect the character of any building or structures within the district and similar factors which relate to the setting for such structure or grouping of structures.

E. Project Impact. Impact that the applicant’s proposal will have on abutters, streetscape, visibility from the public way, and setting and the extent to which it will preserve and enhance the historical, architectural, and cultural qualities of the district and community in perpetuity.

F. Compatible use. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, site, and its environment, or to use a property for its originally intended purpose.

G. Historical preservation. The distinguishing original qualities or character of a building, structure, site, and its environment shall not be destroyed. The removal or alteration of any historical material or distinctive architectural features should be avoided when possible.

H. Alterations. All buildings structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.

I. Appropriate changes. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, site, and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

J. Stylistic features and examples of skilled craftsmanship. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.

K. Restoration vs. Replacement.

1. Deteriorated architectural features shall be repaired rather than replaced, whenever possible.
2. In the event replacement is necessary, the new material should match the material being replaced in composition, design, texture, and other visual qualities.
3. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

L. Cleaning. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sand blasting and other cleaning methods that will damage the historical building material shall not be undertaken.

M. Preservation of archaeological resources. Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.

N. Contemporary design. Contemporary design for alterations and additions to existing properties shall not be discourage when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.

O. Additions or alterations. Whenever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were removed in the future, the essential form and integrity of the original structure would be unimpaired.

5.0 Hearings, Notices, Decisions, and Appeals - Upon receipt of the completed application and supporting documents from the Code Enforcement Officer, the Commission shall schedule a public hearing unless a waiver has been granted pursuant to paragraph B.

A. **Hearing** - The public hearing shall be scheduled within 21 days of receipt of the completed application.

B. **Waiver of Hearing** - The Commission shall conduct a hearing on all applications, unless a waiver of hearing is granted. Waivers shall only be granted when the application is not contrary to the spirit of the Ordinance, does not impact any abutter, and is not visible from a public way. In these instances the Chair of the HDC in consultation with the Select Board Representative may waive the requirement for a public hearing. Before granting a waiver, a complete application must be filed and approved for completeness. The granting of waiver does not relieve the applicant from meeting all other provisions of the Ordinance, but exempts the applicant from the payment of a filing fee and abutter notification requirements. An administrative fee for processing the application may be imposed.

C. **Notice** - Notice of the hearing shall be given to all abutting property owners and the general public as required by law.

D. **Decisions** - The Commission shall issue a Certificate of Approval or Notice of Denial within 10 days of the final hearing on the application, unless the applicant agrees to extending the deadline in writing.

E. **Failure to Render Decision** - Failure to render a decision within the specified time shall be deemed to constitute approval by the Commission.

F. **Commencement of Work** - The applicant shall wait until twenty days (20) or other applicable appeal period has expired after the date the Certificate of Approval is granted by the Commission before commencing work. Upon commencement of work, the applicant shall promptly and diligently pursue completion of the work approved. Work done under the Certificate of Approval shall commence within one (1) year from the issuance of the Certificate of Approval, unless otherwise authorized by the Commission.

G. **Completion of Work** - Work done under a Certificate of Approval shall be completed within one (1) year from the commencement of work unless otherwise authorized by the Commission.

H. **Modifications** - Modifications to an application must be approved by the Commission at a regular public hearing. In the event that an unanticipated modification is discovered to be necessary during the building process, the Code Enforcement Officer may allow a reasonable substitution in design or materials, in consultation with the Chair of the Commission. The applicant shall then immediately file an amended plan with the Commission. Any unapproved deviation from the approved application, including any special conditions, shall render the application and approval null and void.

I. **Extensions** - The Commission shall have the option of extending the term of the approval for an additional period of one (1) year upon receipt of an application for extension and good cause shown. When an applicant submits a new application prior to completion of an outstanding Certificate of Approval, the Commission prior to considering the new application may require a showing of good cause for an unreasonable delay found by the Commission regarding the original approval.

J. **Revocation** - If substantial completion of the approved work is not undertaken within one year from the issuance of the Certificate of Approval, the Commission may declare the approval abandoned and revoke the approval.

K. **Inspections** - Inspections of the approved project, including any special conditions set forth in the Certificate of Approval, shall be completed by the Code Enforcement Officer and a member of the Commission, pursuant to the Certificate of Approval.

L. **Appeals** - Any person jointly or severally aggrieved by a decision of the Commission shall have the right to appeal the decision to the Zoning Board of Adjustment.

M. **Invalidity** - Invalidity of any provision of this Ordinance shall not affect the validity of any other provision.

6.0 Administration, Enforcement, and Penalties

A. Administration - The Code Enforcement Officer for the Town of Canterbury shall be the duly authorized person charged with administration of this Ordinance, including enforcing the policies, guidelines, and decisions of the Commission.

B. Enforcement - Enforcement of the provisions of the Ordinance shall be made through the Zoning Ordinance of the Town of Canterbury. It is unlawful for any person to construct, alter, repair, move or demolish any structured or feature which lies within the Historic Districts without first obtaining a Certificate of Approval from the Historic District Commission.

The Code Enforcement Officer in consultation with the Commission, is specifically authorized to institute any actions and proceedings as either of them may deem necessary and appropriate to obtain compliance with the requirements of this Ordinance or to prevent a threatened violation thereof.

1. Any owner of a building that is demolished without first obtaining a Demolition Permit in accordance with the provisions of this Ordinance shall be subject to a penalty of \$100 (one hundred dollars) per day. Each day the violation exists until a faithful restoration of the demolished building or other remediation plan has been approved by the Commission shall constitute a separate offense. The Building Inspector may enforce this section by noncriminal disposition as provided by statute.

2. If a building is voluntarily demolished without first obtaining a Demolition Permit, no building permit authorizing construction on the lot on which the building was located or on any adjoining lot under common ownership therewith shall be issued for a period of two (2) years from the date of the demolition on the subject parcel of land or any adjoining parcels of land under common ownership or control, unless the building permit is for the faithful restoration of the significant building or unless otherwise agreed to by the Commission.

C. Penalties - Failure to comply with any provisions of these regulations or the Ordinance shall be deemed a violation and the violator shall be liable to fines as specified in the Zoning Ordinance.

7.0 Guidelines- While the following guidelines identify specific materials, new construction techniques and materials will be considered on a case by case basis consistent with their compatibility with the review criteria.

A. Siding - siding for primary structures shall be of wood shingles, wood clapboards, or brick. On outbuildings not attached to the primary structure, vertical boards or board and batten siding in addition to the above mentioned materials may be used.

B. Windows - arrangement of windows shall be compatible with that of the structure's design period. Windows shall be laid out and proportioned properly to fit the style of the structure of the period it is emulating.

C. Storm windows and doors - Wood and glass storm windows and doors are preferable. Storm windows and doors of other materials are acceptable as long as they are color compatible with the trim color.

D. Shutters: Shutters and hardware shall be architecturally consistent with the design period of the structure.

E. Doors: The size and style of the doors shall conform to the structure's design period. Doors shall be made of or appear to be made of wood. Sliding glass doors visible from the road will not be allowed.

F. Roofs: Roof lines shall have a proportion and style compatible with the structure's design period. Roof surfaces of the main structure shall be natural wood (see fire code), composition shingles, standing seam metal, slate, or a composition sheet roofing. Alternate roof designs will be considered on an individual basis. The Commission shall be consulted as to color, type, and size of any new roofing material.

G. Chimneys: Chimneys shall be red brick, brick faced, stuccoed, or stone masonry proportional to the structure. (Delete remainder of text.)

H. Foundations: Foundations shall be granite, granite faced, brick faced, finished concrete, or trowel faced cinder block. Foundations visible from the road shall not exceed 15" in height from the top of the ground to the bottom of siding unless faced with granite, brick, or stone.

I. Garages: Garages shall be of a style consistent with the primary habitable structure on the property, i.e., roof lines, window styles, siding materials, and styling. Overhead garage doors shall be made or appear to be made of wood.

J. Barns: Barns shall be architecturally consistent with the design period of the primary structure.

K. Sheds and Outbuildings: Sheds and outbuildings shall be of a style, design, and similar structural materials as the primary structures on the lot. Metal or prefabricated sheds are permissible if not visible from the road. Metal corrugated roofing permitted on outbuildings only.

L. Solar Panels: The Commission shall be consulted regarding the location and installation of solar panels concerning their visibility from the road and the feasibility of alternate placement.

M. Dormers: Dormers visible from the road should maintain a traditional style accommodating single, double sash windows. The dormers should be gable ended and marrow, approximating the width of the sash. Dormers on the rear sides of structures (the side not easily visible from the road) may be shed dormers, but shall not extend any closer than 16 inches from the gable end of the structure. In addition, the face of the shed dormer will be set back from the line of the main rear wall of the building. The intent is to break the vertical lines of the building.

N. Additions: Maintain proportions, window and trim treatments, ornamentation or look thereof to create a balanced effect with the original structure. The design should endeavor to create a harmony, so as to make the addition look as though it has always been there.

O. Decks and Porches: Porches should be designed and detailed to appear compatible with the house to which they are attached. Porch and railing posts should be of an appropriate traditional style. No modern "pressure-treated" lumber should be left exposed. It may be used, but must be painted or otherwise covered. Railings should be constructed in a traditional "post-to-post" system. Skirting under decks or porches should also be traditional style. If lattice is used, it should have a closely spaced squares (not more than 3" spacing), and should be trimmed in a solid material on all sides. It can be installed either horizontally or diagonally. Since decks were not a typical accessory structure to older homes, it would be preferable to have them located towards the back side of homes, where they are not visible from the public way.

P. Fences and Walls: Shall be no higher than 4 feet and made of wood or stone if visible from a public way. Dry stone walls are acceptable along roads and property boundaries. HDC approval must be obtained prior to any modification of an existing stone wall, other than for routine maintenance or restoration. Construction of any new walls or fencing, including retaining walls, requires the approval of the HDC. All new walls and fences should be consistent with any existing walls or fences associated with the primary structure, in both design and materials. Fencing associated with the primary structure shall be painted or stained, including pressure treated fencing. Livestock fencing is permitted, where necessary to confine animals, painting or staining of livestock fencing is preferred but not required.

Q. Satellite Dishes and Antennas: The Commission shall be consulted regarding the location and installation of satellite dishes and antennas, their visibility from the public way, and the feasibility of alternative placement.

R. Signs: On and off-site signage cannot be internally lighted, flashing, or neon and must be of a size and style in keeping with the signage within the district and prescribed by zoning. Contractor signs are permitted during the period of work on the property.

S. Outdoor Lighting: Lighting should be complementary to the style of the primary structure. Down lighting is recommended and no bare light bulbs may be used except if correct for a period fixture. The size and style of light fixtures must be consistent with those in the location and setting. While flood and spot lighting is discouraged, security lighting may be used so long as it does not affect the abutters or impact the public way. Historic lighting methods are allowed as long as they do not present a fire hazard.

T. Steps and Walks: Exterior steps, patios, walkways, and curbing shall be of stone, brick, or wood and should be architecturally consistent with the period of the primary structure. Stone is the preferred material for curbing; however, other materials will be considered on a case by case basis.

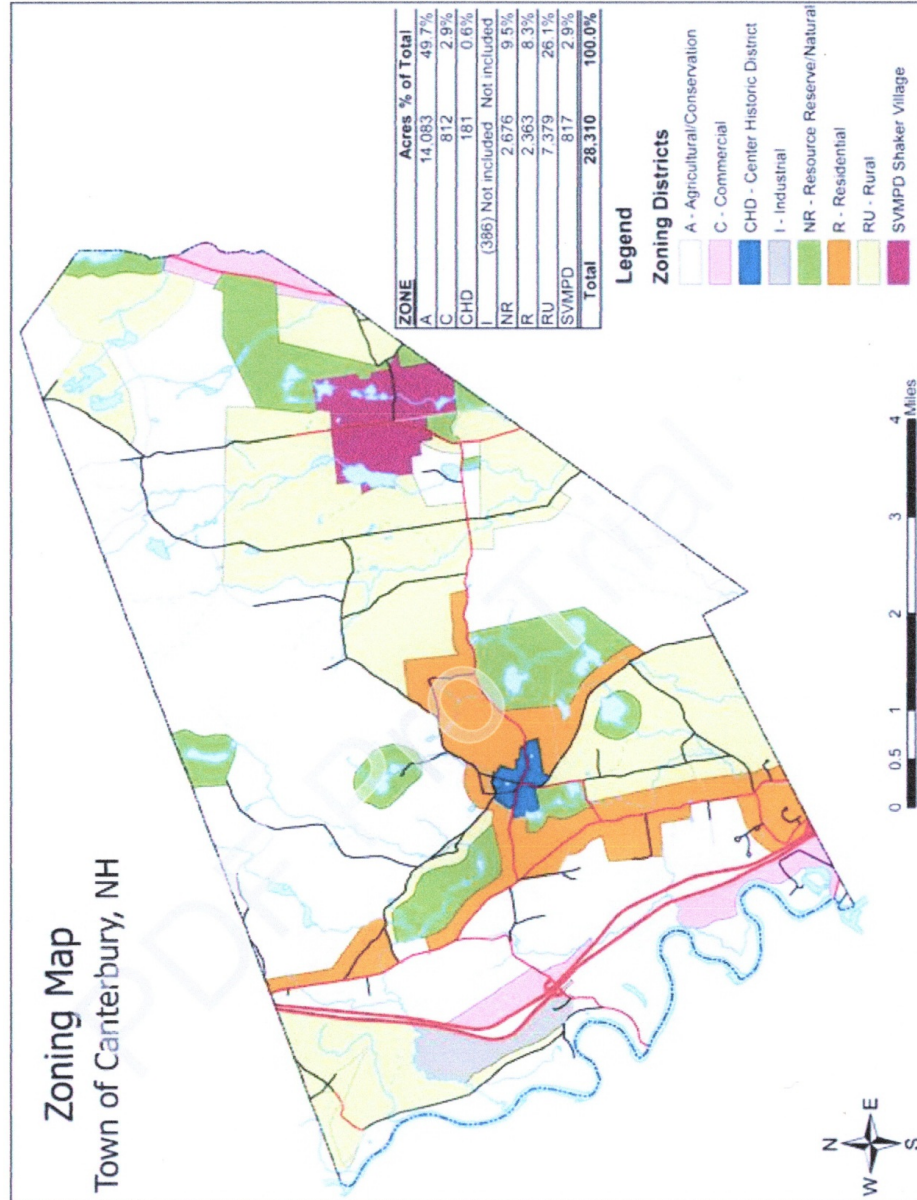
U. Septic systems: Septic systems shall be unobtrusive and all vent pipes must be concealed by plantings or other appropriate means.

V. Recreational Facilities: Recreational facilities (tennis courts, swimming pools, etc.) will be considered upon application with the primary consideration given to the visual impact, landscaping, type of fencing, height of the fencing, and the compatibility of the facilities with the adjacent buildings.

W. Driveways: Driveways shall be gravel, crushed rock, or asphalt, with preference given to permeable surfaces.

Appendix A

Zoning Map Showing Boundaries of Center Historic District and Shaker Overlay District



Appendix B
Canterbury Historic District Commission
Application for Certificate of Approval

Preliminary Meeting: If desired, prior to the completion of an application, applicants may request a “preliminary meeting” to provide an opportunity for the HDC to become acquainted with the proposed project and to help the applicant ascertain what information is required to complete the application and to present at the public hearing. The “preliminary meeting” is a non-binding, working session. A short written description of the work to be performed, including a diagram, sketch, or plan illustrating the projected are helpful, as are photographs of the existing site and/or building which will be impacted by the projected.

Application: Please review the following regulations and procedures in completing the application. The HDC will render a decision on the completed application within ten days of the public hearing.

Property Address	Map	Lot
------------------	-----	-----

Property Owner _____
address _____
 phone _____
 email _____

Applicant _____
 address _____
 phone _____
 email _____

Type of Project (fee), please check the applicable category (note: this is not a fee for a building permit)

- ☐ **New Construction (\$100)**
- ☐ **Renovation or addition (\$100)**
- ☐ **Accessory building (\$70)**
- ☐ **Repair of an existing structure* (\$35)**
- ☐ **Demolition of an existing structure (\$100)**
- ☐ **Construction or removal of fences or stone walls (\$35)**
- ☐ **Change in natural features* (\$35)**
- ☐ **Solar panels, rooftop or ground mount (\$35)**
- ☐ **Work in proximity to a known archaeological site* and/or cemeteries (\$35)**

Note: * see glossary on reverse side of this form for definitions.

Project Description (provide a brief description of the project, use additional sheets are required).

List of Abutters: attach a list of the abutters provided by the Assessor's Office (name, address, and map/lot)

Project Schedule - The project is scheduled to begin on _____ and to be completed by _____.
mm/dd/yyyy mm/dd/yyyy

Application Contents (see HDC “Regulations” for content requirements)

	Applicant	Town	
	Yes	Yes	No
Site Plan - 1/4" scaled plans showing footprint of existing and proposed improvements, boundaries, setbacks, circulation, and landscaping (existing/proposed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architectural details - 1/4" scale plans and sketches (as applicable): including but not limited to windows, doors, moldings and trim, railings, masonry, brackets, shutters, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials description - specification sheets and/or samples of proposed building materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographs - dated photographs of existing buildings and site suitable for recording	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Waiver of Hearing Requested: Pursuant to the criteria set forth in Article 5(B), the applicant requests a waiver of hearing. Yes No

Signature(s)

Applicant, if different than the property owner: _____ Date _____

Property Owner : _____ **Date** _____

The above named owner and applicant recognize the property is situated in the Historic District of the Town of Canterbury, New Hampshire. We certify that the information contained in the application is true to the best of our knowledge and request that the HDC consider the proposal for the above referenced property.

Glossary
(Printed on reverse side of application)

Existing structure - A primary or accessory building or site improvement intended to improve the function, utility, or appeal of a property.

Natural features - A property's general and/or specific attributes including soils, minerals, topography, silviculture, vegetation, drainage, and water courses which are part of a site's landscape characteristics.

Archaeological site - Location of material cultural remains of past human life and activities (fossils, relics, artifacts, and monuments).