

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 2 Baptist Rd Canterbury 03224 **Map** _____ **Lot** _____

Property Owner Vanessa Crofton **Applicant** _____
address PO Box 2022 Canterbury 03224 **address** _____
phone 603 648 9308 **phone** _____
email vanessacrofton@gmail.com **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). Barn window restoration, house window restoration

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 Spring 2026 and to be completed by Summer 2026
mm/dd/yyyy mm/dd/yyyy

Application Contents (see HDC "Regulations" for content requirements)

	Applicant		Town	
	Yes	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"/>	<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"/>	<input type="checkbox"/>
Materials description - specification sheets and/or samples of proposed building materials*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographs - dated photographs of existing buildings and site suitable for recording <i>* to follow via email</i>	<input checked="" type="checkbox"/>	<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 : Vanessa Crofton Date March 25, 2026

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.

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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 2 Baptist Rd, Canterbury, 03724 Map _____ Lot _____

Property Owner Vanessa Crofton Applicant _____
 address 20 Box 242 Canterbury 03724 address _____
 phone 603 648 9300 phone _____
 email vanessacrofton@gmail.com 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). Replacement of barn roof from shingle to standing seam galvalume

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 Spring 2026 and to be completed by ASAP.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographs - dated photographs of existing buildings and site suitable for recording <i>* to follow via email submission</i>	<input checked="" 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 : Vanessa Crofton Date March 25, 2026

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.