

<b>CHECKLIST</b>		
<b>Exhibits Required with all Applications</b>		<b>STAFF ONLY</b>
• A map indicating the property on which the work is proposed (maps are available from the MPC)	<input type="checkbox"/>	<input type="checkbox"/>
• Current photographs to show the existing conditions on the property, its relationship to adjacent properties and the surrounding neighborhood	<input type="checkbox"/>	<input type="checkbox"/>
• A general description of work or action(s) proposed. Add additional pages as necessary.	<input type="checkbox"/>	<input type="checkbox"/>
• Proof of Property Ownership.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exhibits Required with Applications for Certificate of Appropriateness Applications for New Construction, Additions, Alterations, Demolition or Relocation</b>		<b>STAFF ONLY</b>
• A general description of work or action(s) proposed. Add additional pages as necessary.	<input type="checkbox"/>	<input type="checkbox"/>
• A scaled, dimensioned site plan showing location of the buildings(s) or structure(s) and all proposed site work, including sign(s), landscaping and fences, as appropriate to the application.	<input type="checkbox"/>	<input type="checkbox"/>
• A scaled, dimensioned elevation drawing of each side of the building(s) or structure(s) as necessary to indicate the location and nature of all proposed work, including sign(s).	<input type="checkbox"/>	<input type="checkbox"/>
• Samples, representations or detailed description of the proposed building materials and colors.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exhibits Required with Applications for Roof Replacement with no Changes</b>		<b>STAFF ONLY</b>
• A sample, representation, or detailed description of the proposed roofing material.	<input type="checkbox"/>	<input type="checkbox"/>

## HPC FLOW CHART

