



TOWN OF LUNENBURG
HERITAGE, DEVELOPMENT PERMIT AND ENCROACHMENT LICENSE APPLICATION FORM

Date: _____

Civic Address: _____

PID: _____ ZONE: _____ HCD ARCH CONTRL MuDesHER

Applicant Information:

Name: _____

Mailing Address: _____

Telephone: _____ Cell: _____ Fax: _____

Email: _____

Property Owner Information: Same as applicant/owner

Name: _____

Mailing Address: _____

Telephone: _____ Cell: _____ Fax: _____

Email: _____

Proposed Use and Construction:

Current use:

- Single-unit dwelling Describe: _____
- Multiple occupancy Describe: _____
- Commercial Describe: _____
- Institutional Describe: _____
- Other Describe: _____

Proposed use:

- No change
- Change to _____

Proposed scope of project:

1. _____

2. _____

Contractor Information: Same as applicant; or

Name: _____ Telephone: _____

Email: _____ Cell: _____

Documentation attached:

- Site Plan showing distances to lot lines
- Photograph of existing conditions
- Elevation drawings
- Other _____

Permits/Fees:

- Old Town Heritage Certificate of Appropriateness (free)
- Heritage Permit (free)
- Development Permit (free)
- Encroachment License (\$100.00)
- Indemnification Agreement for a portable/sandwich board sign

Applicant Declaration:

I solemnly declare:

1. *That I am the authorized agent of the owner/the owner named in this application for a permit.*
2. *If the owner is a corporation or partnership, I have the authority to sign for the corporation or partnership.*
3. *That the plans and specifications submitted are prepared for the construction or alteration of the building or buildings described.*
4. *The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge and made with a full knowledge of the circumstances connected with the same.*
5. *It is clearly understood by the undersigned that this is only an application and does not authorize the applicant to proceed with any work until all required permits are issued.*
6. *It is clearly understood by the undersigned that the changes in the design must be submitted for approval prior to construction.*

Signature of Authorized Applicant: _____ **Date:** _____

OFFICE USE ONLY
Permits required for this project:
<input type="checkbox"/> Development Permit
<input type="checkbox"/> Encroachment License (GEMC \$100.00)
<input type="checkbox"/> Indemnification agreement for a portable/sandwich board sign
<input type="checkbox"/> Heritage Permit
<input type="checkbox"/> Old Town Certificate of Appropriateness
<input type="checkbox"/> Building Permit (under separate application)