



**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:

- |   |                 |
|---|-----------------|
| <input type="checkbox"/> Single-unit dwelling | Describe: _____ |
| <input type="checkbox"/> Multiple occupancy   | Describe: _____ |
| <input type="checkbox"/> Commercial           | Describe: _____ |
| <input type="checkbox"/> Institutional        | Describe: _____ |
| <input type="checkbox"/> 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:**

- ☐ Location 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

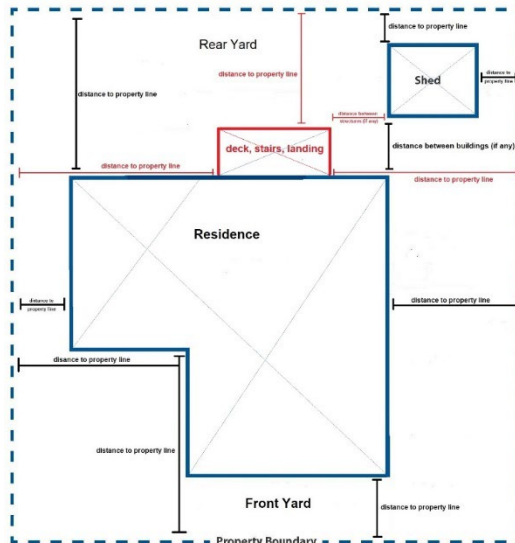
**Applicant Declaration:**

*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:** \_\_\_\_\_

Sample Location Plan:



Office Use only:

Encroachment (GENC)