

MARTHA'S VINEYARD CAMP-MEETING ASSOCIATION
Certificate of Appropriateness APPLICATION # _____

See Instructions on Last Page

Part 1: Names & Contact Info (must be completed)

Applicant(s): _____
Campground Address: _____
Applicant's E-mail Address: _____
Island Telephone: _____ Off Island Telephone: _____
Applicant's Address _____
Applicant's E-mail Address: _____
Person who will complete work: _____
Phone numbers: _____ or _____
Email: _____

Part 2: Description of Proposed Construction or Repair to Historic Building (must be completed)

An application is hereby made for issuance of an MVCMA Certificate of Appropriateness from the MVCMA. The proposed work will include: **(check all that apply)**

Addition: _____	Repair (identical to existing): _____
Alteration: _____	Repair (change appearance): _____
Construction: _____	Roofing: _____
Demolition: _____	Shed or Container: _____
Decorative Features: _____	Siding: _____
Fence or Hedge: _____	Signage: _____
Landscaping: _____	Porch: _____
Lighting: _____	Windows or Doors: _____

Other (indicate): _____

Describe work to be done: (use additional pages if necessary; describe any decorative features and submit photos or drawings) _____

_____ I will obtain and comply with any Building Permit Required by the town of Oak Bluffs, MA.

_____ I have attached photos depicting the existing conditions of areas of the cottage involved.

_____ I understand that I am responsible for any unapproved deviations from the approved permit documents and violations of MVCMA Construction Rules by me, my builder, or contractor.

Part 3: Additional Details for Framing, Windows, Doors, Flooring, Siding, Skirting or Decorative Features (complete if applicable)

Complete Part 3 if you are replacing or adding any framing, windows, doors, flooring, siding, skirting, or decorative features, or changing the foot print of your cottage in any way.

_____ All framing, windows, doors, flooring, siding, and skirting, will be natural all-wood products.

Supply brand, model, and size of all doors, windows, shingles, lighting, etc. to be incorporated into construction; attach manufacturer's cut sheet (application is not complete without this information):

- _____
- _____
- _____
- _____

_____ I have included, as part of my application, the manufacturer's cut sheets of any doors, windows, shingles, lighting, or other manufactured materials to be used in the proposed construction.

Part 4: Understanding & Acknowledgement: (must be completed)

_____ I understand that any work may not begin until a Certificate of Appropriateness is issued by the MVCMA and that all work must comply with all pertinent State and Local Codes and Regulations, and that any work or materials that differs from the work described in this proposal must be approved before work may begin.

_____ I have attached a signed "Contractor's Acknowledgment Form" for this work.

_____ I have read and understand the MVCMA Rules on Construction and will comply with them throughout the construction phase of this project.

Applicant's Signature: _____ Date: _____

----- Checklist for MVCMA Staff – Applicant: do not write below this line -----

- ___ Applicant Signature
- ___ Type of Application: (1) – Staff or (2) ARC Approval
- ___ B&G Approval Required? Why: _____
- ___ Application Fee Paid if Required for Type 2 Application -- Amount: _____
- ___ Description of Work Complete
- ___ Brand, Model & Size of materials attached; _____ cut sheets attached
- ___ Site Plan (Type 2 Application)
- ___ Photos – (how many?)
- ___ Contractor Acknowledgment Supplied

_____ Date Application Complete

_____ ARC Approval by _____ Staff _____ ARC (attach message from ARC Chair)

_____ B&G Approval, if required (attach message from B&G Chair)

_____ Date Certificate of Appropriateness issued: _____

For Type 2 Projects

_____ Date Work Observed Commenced: _____

_____ Date(s) Work Reviewed: _____

_____ Date Work Complete: _____

Contractor's Acknowledgement

I acknowledge that I have read and understand the Martha's Vineyard Camp Meeting Association (MVCMA) Construction and Preservation Rules. By signing this form I agree that, in consideration for being permitted to enter the grounds of the MVCMA and work on a cottage on its premises, that I will follow MVCMA Construction and Preservation Rules. I also agree not to perform any work on the cottage for which an MVCMA Certificate of Appropriateness is required, unless that work is authorized in the MVCMA Certificate of Appropriateness.

Contractor: _____

(print name)

Massachusetts License # _____

Address: _____

Phone: _____

Email: _____

Cottage Owner: _____

(print name)

Address of Cottage where proposed work will be done _____

Contractor's Signature: _____ Date: _____

Instructions

Notice: Failure to supply all required information will result in your application being rejected as Incomplete.

Part 1 – Must be completed for all Applications.

Provide the applicant's name contact info. The applicant should be the owner of the cottage and leaseholder of lot involved in the work. If the applicant is not a cottage owner, the name and contact information of the cottage owner who has authorized this work should be supplied on a separate page.

If someone other than the applicant will be completing this work, the contractor or other person who will complete the work should be identified in the application and that person's contact information must be supplied

Part 2 – Must be completed for all Applications.

Indicate the nature of the work. At least one of these lines should be marked, indicating the nature of the work.

Also provide a description of the work to be completed. If additional space is necessary, use an additional page.

Attach photos of existing conditions, and sketches or drawings of plans. If the proposed work will change the footprint of the cottage, supply drawings or photos depicting the lot and the proximity of abutting cottages.

Part 3 – Complete only if your proposed work will involve replacing or adding any framing, windows, doors, flooring, siding, skirting, or decorative features, or changing the foot print of your cottage in any way.

You must indicate that all framing, windows, doors, flooring, siding, or skirting, will be made of natural all-wood products.

You must also supply the brand, model number, and where applicable, the size of all doors, windows, shingles, lighting, or similar manufactured items that will be incorporated into the construction

You also must attach the manufacturer's cut sheet depicting the materials, to your application.

Part 4 – Must be completed for All Applications

Here you must indicate your understanding that any work may not begin until a Certificate of Appropriateness is issued by the MVCMA, that all work must comply with all pertinent State and Local Codes and Regulations, and that any work or materials that differs from the work described in this proposal must be approved before work may begin.

You must also submit a "Contractor's Acknowledgment Form" for this work if it will be completed by anyone other than the cottage owner who submits the application.

Finally, your signature indicates that you have read and understood the MVCMA Construction Rules. It is your promise that you will follow them in performing the work involved in this project, if it is approved by the MVCMA.