



A National Historic Landmark

**Martha's Vineyard Camp Meeting Association**  
A Religious Community Since 1835

**CERTIFICATE OF APPROPRIATENESS**

APPLICATION # \_\_\_\_\_

See Instructions on Page 4

**\*Part 1: Names & Contact Info**

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**

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: \_\_\_\_\_
- Alteration: \_\_\_\_\_
- Construction: \_\_\_\_\_
- Demolition: \_\_\_\_\_
- Decorative Features: \_\_\_\_\_
- Fence or Hedge: \_\_\_\_\_
- Landscaping: \_\_\_\_\_
- Lighting: \_\_\_\_\_
- Other (indicate): \_\_\_\_\_
- Repair (identical to existing): \_\_\_\_\_
- Repair (change appearance): \_\_\_\_\_
- Roofing: \_\_\_\_\_
- Shed or Container: \_\_\_\_\_
- Siding: \_\_\_\_\_
- Signage: \_\_\_\_\_
- Porch: \_\_\_\_\_
- Windows or Doors: \_\_\_\_\_

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

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- \*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 (if applicable)**

Complete Part 3 if you are replacing or adding any framing, windows, doors, flooring, siding, skirting, or decorative features, or changing the footprint 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:

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- 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**

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

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## 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, including the work hours:

**September through June (No work July and August),  
Monday through Saturday between the hours of 8:00 am and 6:00 pm,  
which includes setup and breakdown each day.**

I also agree not to perform any work on the cottage for which an MVCMA Certificate of Appropriateness is required unless the work is authorized in the MVCMA Certificate of Appropriateness. Any deviation from these rules are subject to immediate shutdown of the work being performed until further notice to proceed is given.

Contractor (Print Name): \_\_\_\_\_

Massachusetts License # \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Cottage Owner (Print Name): \_\_\_\_\_

Address of Cottage where work will be done: \_\_\_\_\_

**\*Contractor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## INSTRUCTIONS FOR COA APPLICATION

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

*\* Sections required to be completed on all applications are marked with asterisks.*

### **\*Part 1 - Required.**

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 - Required.**

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

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 footprint 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 - Required.**

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" (Page 3) 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.

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