

# STAFF APPROVAL CHECKLIST



## Planning and Land Use Services

### Historic District Commission

2 Fairgrounds Road, Nantucket, Ma 02554  
508-325-7587

**This checklist MUST be submitted with your Staff Approval.**

	Sign In submission at Front Desk
	Address & HDC case number: (ex. HDC2020-XX-XXXX)
	Meeting Approval Date: _____ Copy of Minutes (application item circled)
	Four (4) Large (24"x36") sets of plans (circle all that apply) a. Site Plan b. North Elevation c. South Elevation d. East Elevation e. West Elevation f. Window/door schedule
	One set reduced plans: 8 ½ x 11
	Additional information requested by Commission- if applicable (i.e. pictures, FEMA flood Certificate, etc.)
	Electronic Submission: ALL documents MUST BE scanned to <a href="mailto:hdcsubmissions@nantucket-ma.gov">hdcsubmissions@nantucket-ma.gov</a> .

**\*\* PLUS staff is not responsible to research, gather, collate or submit documents on behalf of the applicant.**