## **Barnstable Historical Commission Application Submission Process**

Until further notice, those who wish to submit an application with the Barnstable Historical Commission will need to complete each of the following steps:

## AT THIS TIME WE ONLY REQUIRE <u>TWO FULL SETS</u> OF THE APPLICATION AND SUPPORTING MATERIALS. ALSO PLEASE SUBMIT PLANS ON 11"x17" PAPER.

- 1. Drop off two full sets of the application and supporting documentation to the Barnstable Town Clerk's office located at 367 Main Street, Hyannis.
  - The drop box can be located near the Town Hall entrance nearest the Town Green.
- Mail the filing fee, legal ad fee and postage stamps (for abutter notification) to: Town of Barnstable, Planning & Development Department, c/o Erin Logan, 200 Main Street, Hyannis, MA 02601.
- 3. Once you have mailed the fees and dropped off two applications and supporting materials to the Town Clerk, please email one complete set of the application and supporting documents to erin.logan@town.barnstable.ma.us

Applications are not considered received until we have the clocked application in-hand. Planning Staff will confirm receipt of your clocked application via email; keeping in mind mail is kept in quarantine for 48 hours before we can process.

For information or questions pertaining to the Barnstable Historical Commission, please email <u>erin.logan@town.barnstable.ma.us</u> or call 508.862.4787; or visit <u>https://tobweb.town.barnstable.ma.us/boardscommittees/HistoricalCommission</u>