

**MARTHA'S VINEYARD CAMP-MEETING ASSOCIATION  
CERTIFICATE OF APPROPRIATENESS APPLICATION**

OFFICE USE
Date received:
Fee amount received:
Date COA issued:

**CONTACT INFORMATION**

Leaseholder Name: \_\_\_\_\_  
Campground Address: \_\_\_\_\_  
Off Island Address: \_\_\_\_\_  
Day/Cell Phone# \_\_\_\_\_ Email address \_\_\_\_\_

Architect (if using) \_\_\_\_\_  
Day/Cell Phone # \_\_\_\_\_ Email address \_\_\_\_\_

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**UNDERSTANDING AND ACKNOWLEDGEMENT**

- \_\_\_\_\_ I understand that no work may begin until a MVCMA COA is issued and prominently displayed in a front window of the cottage, and that only the work or material specifically approved is permitted. I further understand that if it becomes necessary to do work beyond the described scope of this application, an amended application must be submitted before the additional work is started.
- \_\_\_\_\_ I understand that I am responsible for obtaining and complying with any building permit required-by the Town of Oak Bluffs, MA, and all work will comply with all applicable state and local codes and regulations.
- \_\_\_\_\_ I have read and understand the applicable provisions of the MVCMA Preservation & Construction Handbook and am aware of relevant MVCMA Leaseholders' rules Including "Timing of Work."
- \_\_\_\_\_ I understand that I am responsible for any deviations from the approvals stated on the Certificate of Appropriateness, by me, my contractor and/or my architect and that I would be in violation of an MVCMA rule and subject to penalty by the MVCMA.

Leaseholder's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(required)

**Note: Contractors and architects must complete and sign their respective Acknowledgement page.**  
**INSTRUCTIONS**

See Handbook for project guidance [link]

See Fee Schedule Except for basic repair only, all applications must be accompanied with the appropriate filing fee. If the fee is not included, the application is considered incomplete and will not be accepted. [link to fee schedule]

Description of work: Describe the proposed project in complete detail with an itemized list of work items. Identify all features to be removed, altered, repaired and/or added. If any existing feature will be replaced, include size and shape of existing and replacement. Indicate all materials to be used.

Items that are not included in the description will not be included in the COA, and therefore NOT APPROVED.

Photographs Required: The following photographs must be submitted with the application:

- Wide angle photo showing entire side of each project area.
- Close up photograph of project area(s).
- A copy of an historic photo that includes the project area, if available, is helpful, especially if the project involves replacement of an architectural feature.

Materials:

- Repair and replacement material must be “in kind.” Replacement material must be identical to the material, shape and dimensions of the area that is being repaired. An exception is recognized for historic restoration.
- Material used for framing, windows, doors, flooring, or siding must be natural all wood products. Azek may be used for skirting. Trim and skirting must be painted. (See Handbook section on Painting.)
- Manufacturer specification sheets and quote sheets that include brand, model, size of materials are required for doors and windows and other manufactured items.

Drawings:

- If the project includes an addition or alteration to the cottage or new structure, elevations are required. Each side should be marked as follows: Side A (front); Side B (Right side when facing); Side C (rear); Side D. (Left side when facing). See Appendix B “Sample Narrative” in the MVCMA Preservation and Construction Handbook.
- For conceptual review: Basic site plan and elevations should be submitted. Include existing and proposed changes with side-by-side elevations.
- For new construction (post conceptual): Scaled drawings of all elevations are required after conceptual. Include existing and proposed changes with side-by-side elevations.

## Section 1. BASIC REPAIR PROJECTS

**This section is for repairs only.** It may be used for requests to replace rotted or damaged sections of a door, window, porch flooring, porch railing, siding, skirting, trim and roofing. **It does not apply to replacement of an entire feature,** such as an entire window frame. Such requests must be made via the regular application form.

**Areas for Repair** (check all that apply)

Porch railing     Roofing     Trim     Skirting  
 Siding     Door trim     Window sill/trim  
 Other \_\_\_\_\_

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### FOR STAFF USE ONLY IF REPAIR ONLY

**Application if Repair Only (no replacement involved). *If replacement, forward to ARC For review and approval.***

**No fee required.**

**Description of work complete.**

**Photos attached**     **Number attached**

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## SECTION 2: ALL PROJECTS OTHER THAN BASIC REPAIR

A conceptual review with ARC and/or B&G, in person or via Zoom, is recommended for all major projects, particularly if the project includes a cottage expansion, major alteration, basement or demolition.

**PROJECT CLASSIFICATION** (Check all that apply)

**New Expansion or New Construction:** includes addition or expansion of existing cottage, porch, balcony, dormer, or new construction of another structure such as a shed or outdoor shower.

**Demolition/Removal:** includes removal of any cottage section, or removal of any cottage features – large or small, or of another structure, such as a shed or outdoor shower.

**Basement**

**Alteration, Replacement and/or Major Repair:** includes all exterior changes to cottage or other structures, including, but not limited to, roofing, siding, skirting, foundation, and repair/replacement of architectural features such as windows, doors, porches, and porch features (railings, balusters, balconies, light fixtures, exterior insulation, gutters, trim, etc.)

April 18, 2024

\_\_\_\_\_ Fence(s)

\_\_\_\_\_ Addition of Smaller Feature(s): includes gingerbread, screening for appliances etc. lighting and vents.

\_\_\_\_\_ Heating/Ventilation: includes window air conditioners, heat pumps, and other HVAC Systems.

\_\_\_\_\_ Other: [space]

**DESCRIPTION OF PROPOSED WORK** (Use additional pages if necessary)

[ space]

**ATTACHED DOCUMENTATION [SEE INSTRUCTIONS]**

\_\_\_ Site plan, drawings and specification

\_\_\_ Photographs

\_\_\_ Materials list and manufacturer specifications/quote sheets

\_\_\_\_\_ For conceptual review: Basic site plan and elevations.

\_\_\_\_\_ Measured drawings of all elevations (may be submitted post conceptual)

\_\_\_\_\_ Completed and signed Contractor's Acknowledgement page, if applicable

\_\_\_\_\_ Completed and signed Architect's Acknowledgement page, if applicable

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**CHECKLIST FOR STAFF ONLY**

Applicants, please do not complete this page

B&G CHECKLIST

\_\_\_\_\_ Applicant's signature

\_\_\_\_\_ Project requests are within lot line setback.

\_\_\_\_\_ There are no drawings issues.

\_\_\_\_\_ Application fee of \$\_\_\_\_\_ paid.

\_\_\_\_\_ Description of work completed.

April 18, 2024

\_\_\_\_\_ Sheet with brand, model, size of materials attached.

\_\_\_\_\_ Site plan and drawings attached.

\_\_\_\_\_ Photos attached. Number \_\_\_\_\_ of photos.

\_\_\_\_\_ Abutter notification required.

\_\_\_\_\_ Date of abutters notification.

\_\_\_\_\_ Signed Contractor's Acknowledgement form attached.

\_\_\_\_\_ Signed Architect's Acknowledgement form attached.

\_\_\_\_\_ Date application completed.

\_\_\_\_\_ Approved by:

\_\_\_\_\_ Staff

\_\_\_\_\_ ARC

\_\_\_\_\_ B&G

\_\_\_\_\_ Date COA issued.