



David B. Cohen
Mayor

City of Newton, Massachusetts
Department of Planning and Development
Michael J. Kruse, Director
E-mail mkruse@newtonma.gov

Telephone
(617) 796-1120
Fax
(617) 796-1086

Newton Local Historic District Commission
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
NON-APPLICABILITY OR HARDSHIP

Project# _____
Date Received _____

As specified in Newton City Ordinances 22-40(e)(1), for properties in a local historic district, a certificate is required before obtaining any building permit or before proceeding with construction projects affecting the exterior of the property. Please fill in the following information where applicable and submit to Preservation Planner, Planning and Development Department, Newton City Hall, 1000 Commonwealth Avenue, Newton MA 02459.

I. PROPERTY ADDRESS _____

Name of local historic district _____

II. Primary Contact _____

Address _____ Phone # _____

Property Owner (if different) _____

Address _____ Phone # _____

Architect / Contractor _____

Address _____ Phone # _____

III. TYPE OF STRUCTURE (Please Check):

House Garage Shed Wall Fence Sign

Non-Residential Building Other

PROPOSED WORK (Please check):

New Construction Demolition Addition Alteration

Replacement Repair Other

IV. DESCRIPTION OF WORK: (Statement of scope of work with specific information about materials, style, extent of work, etc. referencing plans and photographs if appropriate.)

V. SUGGESTED DOCUMENTATION (See Design Guidelines for Complete List)

Photographs (both subject property and streetscapes) Site Plan
Assessor’s Map locating property Sketches
Building plans (*elevations, no larger than 11 x 17*)
Product/Material information – literature and specifications, brochures, photographs
Historical Information (old plans, old photos, etc.)

VI. SIGNATURES

Property Owner _____

I agree that if necessary the Commission may extend the hearing on this application from the scheduled hearing / meeting on: _____

Applicants Please Take Note:

- 1) An approved Certificate shall expire **one year** from the time of issuance unless otherwise extended by the Commission.
- 2) If a Certificate is approved without a public hearing, approval is subject to a 10 day appeal period as per the City Ordinance governing Historic Districts.
- 3) This application is **only** for Historic District review. Applicants should also consult the Planning Department to consider other relevant planning and zoning ordinances. Following this review, an application for Plan Examination and/or Building Permit must be completed and submitted to Inspectional Services. Should the plans approved under this certificate be changed as a result of the issuance of other permits, including but not limited to Building permits, Special Permits, Street Opening Permits, and Utility Connection permits, the Historic District Commission shall be notified and a new plan presented for review prior to the commencement of construction.
- 4) Please notify the Commission upon completion of the changes included in this Certificate.

FOR COMMISSION USE ONLY

Date Completed Application Received _____

Date Notice Sent _____

Date of Hearing/Meeting _____

Date of Decision _____

ACTION: **Accepted** _____ **Denied** _____

Reason for Action: _____

TYPE OF CERTIFICATE ISSUED

_____ Appropriateness
_____ Non-Applicability
_____ Hardship

Chairman or Secretary Date

Conditions: _____
