

# BELMONT HISTORIC DISTRICT



Historic District Commission  
Town Hall  
Belmont, Mass. 02478

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Application is hereby made for the issuance of a Certificate of Appropriateness under the provisions of the General Laws, Chapter 40C amended and the Belmont By-laws, Article 15, a copy of which is in the office of the Town Clerk.

SEE INSTRUCTIONS ATTACHED – TYPE OR PRINT

FOR OFFICE USE ONLY

Application No. \_\_\_\_\_

Received \_\_\_\_\_ By \_\_\_\_\_

Hearing Date \_\_\_\_\_

Application Returned \_\_\_\_\_

1. ADDRESS \_\_\_\_\_ PRECINCT \_\_\_\_\_

2. NAME OF BUSINESS OR PROPERTY \_\_\_\_\_

3. APPLICANT \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

4. PROPERTY OWNER\* \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

5. ARCHITECT (if applicable) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

6. CONTRACTOR (if applicable) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

7. BRIEF DESCRIPTION OF ALL PROPOSED WORK. (This description provides the basis for the Commission's decision; it must clearly represent the entirety of the project. Use additional pages as necessary.)

8. Does the proposed work require other permits or approvals (other than a building permit)? If yes, indicate:

9. DOCUMENTATION ATTACHED (see instructions):

- |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A. <input type="checkbox"/> Photographs</p> <p>B. <input type="checkbox"/> Site Plan</p> <p>C. <input type="checkbox"/> Floor Plans</p> <p>D. <input type="checkbox"/> Roof Plan</p> <p>E. <input type="checkbox"/> Elevations &amp; Sections</p> <p>F. <input type="checkbox"/> Detail Drawings</p> | <p>G. <input type="checkbox"/> Manufacturer's product literature/specifications</p> <p>H. <input type="checkbox"/> Zoning compliance/non-compliance</p> <p>I. <input type="checkbox"/> Model</p> <p>J. <input type="checkbox"/> Other _____</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

10. SIGNATURES – Both are required

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Owner\* \_\_\_\_\_ Date \_\_\_\_\_

\*If property is a condominium, the Chairperson must sign.

SCALE DRAWINGS AND PHOTOGRAPHS OF EXISTING CONDITIONS AND ALL PROPOSED WORK MUST BE SUPPLIED BY THE APPLICANT. INSUFFICIENT DOCUMENTATION AND INCOMPLETE APPLICATIONS WILL BE RETURNED.

## Application Instructions Certificates of Appropriateness, Non-Applicability and Hardship

Complete all information required on the Application and be certain to include supporting documentation shown below. Drawings should be in a format which will fit, or can be folded into, an 8-1/2 x 11 inch file. *Please note that failure to provide adequate information and documentation may result in a rejected Application. A preliminary meeting with the Historic District Commission is strongly suggested prior to submitting an Application.* The following documentation, as applicable, must be submitted, unless otherwise determined by the Commission. Contact the Commission for further information.

### A. Photographs

Current photographs are required for all applications, including minor development. At a minimum, a photo of the entire front building facade must be submitted as a record of existing conditions. Photos of rear and side facades, roofs, details, site, and neighboring buildings must be submitted if the work may affect those areas.

### B. Site Plan (recommended minimum scale 1"=20'-0")

A site plan is required for all applications involving alterations or additions to the building or site elements. The site plan must show the relationship of the building and proposed improvements to the major site elements, adjacent street(s), and neighboring buildings.

### C. Floor Plans (recommended minimum scale 1/4"=1'-0")

Floor plans, showing existing and proposed conditions, are required for all projects involving additions and/or alterations of existing exterior doors, windows, walls, porches and other exterior elements.

### D. Roof Plan (recommended minimum scale 1/4"=1'-0")

A roof plan, showing existing and proposed conditions, is required for all projects involving alterations to the roof(s).

### E. Elevations and Sections (recommended minimum scale 1/4"=1'-0")

Full elevations and sections, showing existing and proposed conditions, are required for projects involving additions and/or alterations to the building exterior. Include at least one full section drawn through the building(s) and site showing the relationship between the building, site topography, major landscape features, and adjacent road(s). Wall sections (recommended minimum scale 3/4"=1'-0") must be prepared showing new projecting elements (bays, balconies, additions, etc.).

### F. Detail Drawings (recommended minimum scale 1-1/2"=1'-0")

Submit details of important exterior elements (e.g. eaves, railings, trim, etc.) involving removal, alteration or addition.

### G. Manufacturer's product literature and specifications

Submit manufacturer's information of specific exterior elements (e.g. windows, light fixtures, roofing, etc.).

### H. Zoning Compliance / Non-Compliance

Submit a statement of compliance, or non-compliance, with zoning regulations governing use and dimensional regulations (height, square footage, setbacks, FAR, etc.).

### I. Model (optional)

It is recommended that a model be submitted for projects involving substantial new construction, additions and/or alterations.

### J. Other

1. For changes necessary to meet Code, (e.g. fire egress, handicap access, etc.), certification from appropriate agencies (e.g. Fire Department, Building Department, Access Board, etc.), that the work is required.
2. For projects involving full or partial demolition of the building(s) submit, as relevant, the following: a report on the historic and architectural significance of the building; economic impacts of demolition vs. rehabilitation; certification from the Building Department that demolition is required for public safety; and, other relevant information.
3. Other relevant documentation which the applicant wishes to submit in support of the Application (e.g. letters from abutters, historic photos, etc.).