

Sherborn Center Local Historic District  
Sherborn, Massachusetts

Design Review Guidelines

Sherborn Historic District Commission and  
Sherborn Historical Commission  
June 2007

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# Sherborn Center Local Historic District Design Review Guidelines

## **Introduction**

The purpose of these guidelines is to encourage the appropriate preservation, maintenance, and restoration of the Sherborn Center Local Historic District, and to inform the public of the role of the Sherborn Historic District Commission (the Commission) in overseeing the district, to review the Commission's procedures and practices, and to explain the criteria by which it reviews applications in the district. The Historic District Commission works with district property owners to ensure that the architectural legacy of their historic buildings will continue to provide our community with a continuing and tangible sense of the past while meeting present needs.

The Design Guidelines contained in this booklet are intended to encourage appropriate design by applicants and foster predictability and fairness in Commission actions. While the Commission considers each application on its own merits, applicants are encouraged to follow the Guidelines to the greatest extent possible and should not expect that the Commission will permit applicants to depart from them in most circumstances. The Commission does not anticipate departing from certain of the Guidelines, such as that regarding artificial siding. Further, it should be understood that certain properties, and the specific features of certain properties, might have greater than usual architectural or historic significance.

Construction on the exterior of a building located in the Local Historic District and visible from a public way or place requires review by the Sherborn Historic District Commission, and in many cases a building permit from the Building Inspector. Always check with the Commission and the Building Inspector before having such exterior work performed.

## **Overview: The Sherborn Center Local Historic District**

### **Where is it?**

The Sherborn Center Local Historic District is nestled within one of Sherborn's two National Register Districts. It is bounded by North Main, South Main, Washington and Sawin Streets, including all lots or parts of lots within those boundaries. The boundaries of the Historic District are illustrated on the next page, and shown on a map filed with the Clerk of the Town of Sherborn and recorded in the state's South Middlesex District Registry of Deeds. The Historic District is indicated on the Zoning Map of the Town of Sherborn.

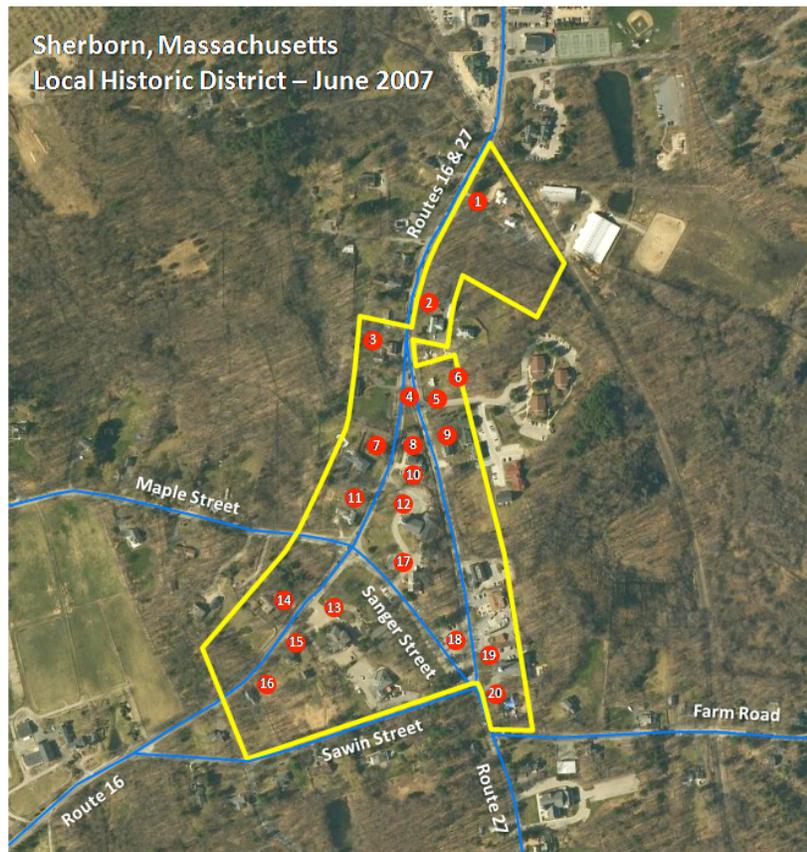
To find out if your property is in the Sherborn Center Local Historic District, or to learn how to become part of the district; or for more information about other historic districts and resources in the town of Sherborn; please contact the Sherborn Historic District Commission or the Sherborn Historical Commission.

### **Significance**

The area encompassed by the Sherborn Center Local Historic District remains largely as it evolved in the late 18th and 19th centuries. It has been recognized as both the functional and geographic center of Sherborn since the construction of the earliest road network and meetinghouse in the late 17th century. The core of a 19th-century New England village with an agricultural and cottage industry base has been, for the most part, sympathetically augmented and modified down to the early 20th century. The district includes the town's oldest churches; First Parish Church and Pilgrim Church (both circa 1830), The Town House (1858), Sherborn Library (1970), and the Dowse Memorial Building (1914), as well as historic monuments and several residences of architectural interest, and has always been the focus of roads connecting Sherborn to neighboring towns. The loose siting of the most important structures and their relatively large lot sizes evoke the rural character typical of a New England village. There is no surviving town common, no compact residential area, and no crossroads commercial center. The development has been essentially linear, and the heart of the local district—occupied by the First Parish Church, Town House, Library and Old Center School (now Town Hall)—is the only place where the linear pattern opens to provide a civic area. For this reason the district includes recent buildings and open land that is necessary to protect the older structures and their settings, and to reinforce the sense of place which is chiefly dependent upon the earlier architecture and landscaping.

At the present time the commercial buildings on the east side of South Main Street represent the only incongruous elements within the district. The district does not affect their continuance, but it may affect their eventual replacements, and it is important that future development here should respect the core area across the street, as well as the Pilgrim Church and its neighboring Bowen Adams House (27 South Main Street).

# Map



## Sherborn Center Local Historic District Properties and Resources

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. George H. Clark House and Barn, ca. 1853<br/>18 North Main Street</li> <li>2. Dowse Memorial Building, 1914<br/>4 North Main Street</li> <li>3. Dr. Oliver Everett House, 1833<br/>1 North Main Street</li> <li>4. Park at the Washington and Main “split”</li> <li>5. “Memory” Statue<br/>War Memorial by Cyrus Dallin, 1924<br/>Central Burying Ground, North Main Street</li> <li>6. Central Burying Ground, from 1689<br/>North Main Street</li> <li>7. Col. Calvin Sanger House, 1819<br/>8 Washington Street</li> <li>8. George Fleming House, ca. 1878-1880<br/>5 Washington Street</li> <li>9. Site of James Salisbury House &amp; barn, ca. 1840 (house burned and replaced mid-1990s)<br/>5 South Main Street</li> <li>10. Leland Monument, 1847<br/>First Parish Church grounds</li> <li>11. Col Sanger’s Store, ca. 1805<br/>12 Washington Street</li> <li>12. First Parish Church, 1830<br/>11 Washington Street</li> <li>13. Center School, 1910<br/>Currently Sherborn Town Hall<br/>19 Washington Street</li> <li>14. Hill-Brown-Flagg House, ca. 1740<br/>22 Washington Street</li> <li>15. Richard Smart House, ca. 1893<br/>23 Washington Street</li> </ol> | <ol style="list-style-type: none"> <li>16. Bickford-Blanchard House, 1849<br/>27 Washington Street</li> <li>17. Town House, ca. 1858<br/>Currently Sherborn Community Center<br/>2 Sanger Street</li> <li>18. Site of Paleman-Bickford Straw Hat<br/>Factory/Unity Hall, 1833<br/>(building moved to present-day Unity Lane in 1959)<br/>South Main Street</li> <li>19. Pilgrim Church, ca. 1830, 1853<br/>25 South Main Street</li> <li>20. Bowen Adams House, 1815<br/>27 South Main Street</li> </ol> <p><b>District Properties not included on<br/>Sherborn’s Historical Assets Survey:</b></p> <p>Sherborn Town Library, 1971<br/>Site of Sawin Academy-Dowse High School,<br/>1874-1949 (demolished 1962)<br/>(Beech tree planted in 1874)<br/>4 Sanger Street</p> <p>Retail Shops, late 20th c.<br/>Currently Sherborn Marketplace<br/>11 South Main Street</p> <p>Retail Businesses, mid-late 20th c.<br/>Currently Village Pizza, Sherborn Village<br/>Convenience Store/Citgo, and Dunkin’ Donuts<br/>(Site of Jackson General Store, 1911- ca. 1960)<br/>21 South Main Street</p> <p>Business, mid-20th c.<br/>Currently Sherborn Village Beauty Salon<br/>23 South Main Street</p> <p>Private Residence, 1988<br/>(Constructed on former side lawn of Col. Calvin<br/>Sanger House)<br/>2 Washington Street</p> |
|--|---|

## **Background**

### **Purpose**

The Historic Districts Act, Massachusetts General Laws Chapter 40C, was created to protect and preserve the historic resources of the Commonwealth through a local review system that encourages and ensures compatible improvement and development within local historic districts. The first local historic districts in Massachusetts were established on Nantucket and Beacon Hill in 1955. There are now over two hundred local historic districts throughout the state. Through historic district legislation, the preservation of an historic district can provide the community with a continuing and tangible sense of its past, and can protect the historical legacies of our ancestors, with the assurance that the best of these may be enjoyed by future generations.

In general, local historic districts have three key purposes:

- 1) To preserve and protect the distinctive characteristics of buildings and places significant to the history of the Commonwealth and its cities and towns;
- 2) To maintain and improve the settings of those buildings and places; and
- 3) To assure that new construction is compatible with existing buildings and their historic relationship to other buildings in their vicinity.

Sherborn's Historical Assets Survey—completed in 1981 and updated in 1999 by the Sherborn Historical Commission with the assistance of a professional historian and the Massachusetts Historical Commission—identifies and describes buildings, barns, objects, landscape features, and burial grounds throughout the entire town documenting their historical, architectural, or archaeological importance. This comprehensive inventory of Sherborn's historical assets served as the basis for the establishment of the Sherborn Center Local Historic District. A copy of this historic assets survey can be found in the Sherborn Library, and will soon be available online.

### **Authority**

“Section 8 - Historic Districts” of the Town of Sherborn Zoning By-laws was created by a two-thirds majority vote at Sherborn's Annual Town Meeting in 1983 and established the Sherborn Center Historic District and the Sherborn Historic District Commission. Sherborn's Historic District Commission is made up of up to seven commissioners appointed by the Selectmen from nominations by the Historic District Commission and the Sherborn Historical Commission. The Commission is required to review the architectural appropriateness of proposed exterior design changes in the district, whether they are major or minor alterations, new additions, or removal of trim or structures.

Property owners in the Local Historic District are required to obtain a certificate from the Commission prior to starting any exterior work on buildings or structures. Please note that, by town by-law, the building inspector cannot issue a building permit for exterior work or demolition for property located within the local historic district without the necessary certificate from the Commission. The Commission welcomes advance inquiries for interpretations or advice.

## **Certificate Process**

Before beginning any work on an exterior element of a property, or applying for a building permit, a property owner in the local historic district must submit an application to the Historic District Commission for review. At the conclusion of its review, the Commission shall issue one of the following:

*Certificate of Non-Applicability:* If the Commission or its designee determines that the proposed work is (1) not subject to public view or (2) a like-kind replacement of existing conditions, then the Commission will issue a Certificate of Non-Applicability and the applicant may apply for a building permit.

*Certificate of Appropriateness:* If the Commission determines that the proposed work is not entitled to a Certificate of Non-Applicability and must, therefore, go to the Commission for a hearing, then the applicant will be required to obtain a Certificate of Appropriateness from the Commission for approved alterations, additions and new construction before obtaining a building permit. For extremely minor work, the Commission may give its tentative approval by issuing a "Ten Day Letter of Approval." If there are no objections from either abutters or Commissioners to the Ten Day Letter of Approval, the Commission will issue a Certificate of Appropriateness. A Certificate of Appropriateness is valid for one year. If work has not commenced after one year, a new application must be filed.

*Notice of Disapproval:* In the case of disapproval of an application for a Certificate of Appropriateness, the Commission will issue a notice that explains the reasons for the determination and makes recommendations with respect to the appropriateness of design, arrangement, texture, materials and other features.

*Certificate of Hardship:* If the Commission determines that the proposed work is not entitled to a Certificate of Non-Applicability and requires a hearing, then, in certain rare cases, the Commission may issue a Certificate of Hardship if failure to approve the application would involve substantial hardship, financial or otherwise, and if the proposed work will not result in a significant detriment to the local historic district.

## **What Is Subject to Review?**

### **Exterior Architectural Features**

All changes to the exterior of a building that are subject to public view, whether from a public way, a private way open to public travel, a park, or a body of water must be reviewed and approved by the Commission. Such changes include, but are not limited to: new construction, additions, repairs, replacements and alterations to windows, doors, roofs, gutters, building materials, and changes in grade. For the purposes of determining visibility, existing and proposed wooden fences and landscaping are deemed not to block sight lines from a public way or place. If there is a question regarding visibility, the final determination will be made by the chair of the Commission or the chair's designee.

### **Exceptions**

Exceptions to Historic District Commission review include:

- Temporary structures or signs subject to Sherborn's Zoning By-laws
- Walks, walls, fences, terraces and driveways serving dwellings in areas zoned for single-family residences
- Storm windows, storm doors, screen doors, window screens, window air conditioners, antennas for communications equipment, solar panels, greenhouses and windmills
- Buildings that do not require a building permit
- Signs in conformity with the Town of Sherborn zoning by-laws
- The color of paint on previously painted surfaces
- The reconstruction, substantially similar in exterior design, of a building, structure or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided such reconstruction is begun within one year after such damage or destruction and carried forward with due diligence
- Interior arrangements or architectural features not subject to view from a public way

## General Guidelines

The Sherborn Historic District Commission supports the broad philosophical principles of The U. S. Secretary of the Interior's *Standards for the Treatment of Historic Properties*. (The Secretary of the Interior is responsible for establishing standards for all programs under Departmental authority and for advising federal agencies on the preservation of historic properties listed in or eligible for listing in the National Register of Historic places.) Intended to promote responsible preservation practices that help protect our nation's irreplaceable cultural resources, the four treatment approaches are Preservation, Rehabilitation, Restoration, and Reconstruction:

**Preservation** places a premium on the retention of all historic fabric through conservation, maintenance and repair.

**Rehabilitation** emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work. (Both Preservation and Rehabilitation standards focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character.)

**Restoration** focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.

**Reconstruction** establishes limited opportunities to re-create a non-surviving site, landscape, building, structure, or object in all new materials.

Guidelines for rehabilitating historic buildings were initially developed in 1977 by the Secretary of the Interior and revised in 1990, and are intended to generally assist in applying approaches, treatments and techniques that are consistent with the *Standards* when evaluating projects. The following guidelines are given consideration by the Sherborn Historic District Commission when evaluating applications:

- **Repair, Don't Replace**

Original or historically significant materials and/or architectural features shall be maintained and repaired whenever possible rather than replaced.

- **Match Materials**

In the event that replacement of existing materials or features is necessary, the new materials shall match the materials being replaced in composition, design, color, texture and other visible qualities.

- **Replace Based on Evidence**

Replacement of missing architectural features shall be based on evidence of original features, substantiated by physical or pictorial information. Proposal for new work shall be based on evidence of appropriate detail with regard to size, shape, material and design.

- **Use Appropriate Style**

All architectural changes shall be appropriate either to the original style of the building (if it has not been significantly altered) or its altered style (if it has been significantly altered to reflect characteristics of a later style).

- **Contemporary Design Compatibility**

Contemporary design for new buildings may be considered if such design is of excellent quality and is compatible with the size, scale, color, material and character of neighboring buildings and environment.

- **Quality**

All proposals shall show evidence that work will be executed with the highest quality material and workmanship.

- **Don't Change Windows or Doors**

No new openings in facades shall be allowed and no changes shall be made to existing window and door openings (unless they involve restoration of original features).

## Specific Guidelines

### Exterior Materials

#### Wood

*Wood siding: clapboards, shingles, board and batten; cornices, brackets, shutters, columns and balustrades, etc.*

- Retain and repair original or later historically important material whenever possible.
- Retain and repair, and when necessary replace deteriorated material to match the original as closely as possible.
- Invest in quality paint and proper application.
- Replacement of wood with synthetic siding (aluminum, vinyl, artificial stone or brick) severely compromises the appearance and integrity of old buildings and will not be approved.

#### Masonry: Stonework, Brickwork, and Stucco

*Building walls, chimneys, brackets, railings, cornices, window architraves, door pediments, steps, columns, etc.*

- Wherever possible, original masonry, stonework, brickwork, and mortar should be retained.
- Deteriorated masonry should be repaired and replaced with material that matches as closely as possible the original.
- Applying paint or other coatings such as stucco to masonry that has otherwise been unpainted or uncoated will not be approved.

#### Paint

- The Commission does not require a hearing if you wish to repaint your house. Although not subject to review, the Commission encourages owners to select colors that are harmonious and compatible with other buildings in the district.

### Exterior Features

#### Roofs

- Preserve the integrity of the original or later historically important roof shape.
- Retain the original roof covering whenever possible.
- Whenever possible, replace deteriorated roof covering with material that matches the old in composition, color, size, shape and texture.
- Asphalt shingles are acceptable.
- Preserve the architectural features that give the roof its distinctive character, such as cornices, gutters, cupolas, dormers and brackets. Downspouts should be inconspicuously located and when painted, match the siding or trim.

#### Windows, Shutters and Doors

- Retain original and later historically important door and window openings where they exist. Do not enlarge or reduce door and window openings for the purpose of fitting stock window sashes, doors, or air conditioners.
- Whenever possible, repair and retain original or later historically important window elements such as sash, lintels, sill, glass, shutters and other decorative elements. If replacement is necessary, the materials and design must be nearly identical to the original.

- New replacement windows must exactly match existing windows in configuration, material and detail. Window muntins must divide glass or be permanently fixed to the exterior and interior faces; removable grilles will not be approved. Windows made of vinyl will not be approved.
- Storm windows may be added over existing windows. Color should match windows.
- Wooden shutters that are appropriate to old windows should be repaired or replaced using materials that match as closely as possible.
- Original or historically significant entries, including reveals, doors, surrounds, transoms or fanlights, sidelights and other features, may not be altered.
- New doors shall be appropriate to the existing surround in style, material and proportions.

### **Porches, Steps, Trim and Other Exterior Architectural Elements**

- Retain and repair porches and steps that are original or include later historically important features, including such items as railings, balusters, columns, posts, brackets, ornamental ironwork and other important decorative items. If new items are needed, they should match as closely as possible the style, shape, scale and materials of the original. Avoid replacing wood posts and railings with metal ones, or wood porch decks with concrete.
- Architectural elements such as cornices, brackets, window lintels and sills, boot scrapers and handrails shall not be removed from buildings.
- If any element of architectural trim has deteriorated beyond repair, it shall be replaced to duplicate the original in every way.
- If any element of architectural trim is known to be missing, its replacement is strongly encouraged.

### **Demolitions**

Demolition of part or all of a structure by any means including neglect is considered to be an alteration to the exterior and is subject to the review of the Commission. Demolitions are seldom approved in the Sherborn Center Historic District. When applying for approval to demolish a building, the Commission will consider the importance of the old building to the streetscape as well as its historical significance.

### **Additions**

New additions should not disrupt the essential form and integrity of the building and should be compatible in size, scale, material and character of the building and its environment. Where possible, new additions should be added to the rear of the house or at least be located in a secondary position relative to the original house.

New designs do not need to copy the earlier building. They can evoke without copying the architecture of the building. A building should not be altered to an appearance that predates its construction.

New additions or alterations should be done in a way that, if they were to be removed in the future, would preserve the basic form and integrity of the historic property.

### **Temporary Structures**

Where possible, temporary structures within the district should be located so they are not visible from a public way. Temporary structures shall be removed or reviewed in two years. Temporary structures may also be subject to a Building Inspector's permit and Town of Sherborn Zoning By-laws.

## **New Construction**

The Commission will review all proposed alterations of, and additions to, existing structures, and all new construction within the local historic district.

New construction should respect the existing historic streetscape. The historic relationship of buildings to the street and to other properties in the district, including setbacks and open spaces, should be maintained.

The Commission will consider the appropriateness of the size, massing, scale, height, and shape of the building or structure both in relation to the land area upon which the building or structure is situated and to buildings and structures in the vicinity. The Commission may impose dimensional and setback requirements in addition to those required by local Zoning By-laws.

The style of architecture of new construction should harmonize with the predominant style of existing historic buildings in the vicinity.

New structures should be finished on the exterior with materials, composition, and architectural details that are consistent with the architectural style predominant in the vicinity.

Individual features such as doors and windows should be compatible in proportion, size, shape, location, and pattern with similar features on other contributing structures in the district.

Alterations and additions should be compatible with the character of the building and earlier additions in terms of size, scale, massing, material, location and detail.

The original portion of the building and earlier additions should continue to be recognizable apart from the addition by means of massing, articulation of setbacks, trim and ornamental detail. Additions should be designed so that the primary elevations of the original building remain clearly delineated, and are not rendered subordinate to the original structure.

## Resources

There are many professional and technical preservation services and resources available to historic property owners. The Sherborn Historical Commission has donated several books and guides on historic preservation, restoration, and maintenance that are available in the Sherborn Library. The following may be helpful as well:

*The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings* is available for purchase from the Government Printing Office. The GPO stock number is 024-005-01157-9. Call toll free 866-512-1800, and use a major credit card to order by telephone. More information about these standards and guidelines as well as a downloadable pdf version of the complete book (182 pages, 4.3 mb) can be found by following the links on the National Park Service, U.S. Department of the Interior web site: [www.cr.nps.gov/hps/tps/standards](http://www.cr.nps.gov/hps/tps/standards).

*Historic Colors of America*: This color chart features a palette of 149 historically accurate interior and exterior paint colors, including a listing of colors by architectural style and historical period, along with a list of paint manufacturers who can identify a dealer near you.

Available from Historic New England  
141 Cambridge Street, Boston, MA 02114  
617-227-3956  
[www.HistoricNewEngland.org](http://www.HistoricNewEngland.org)

*Information on Massachusetts Historic Rehabilitation Tax Credit, Preservation Projects Funding, Workshops and Awards:*  
Massachusetts Historical Commission  
220 Morrissey Boulevard, Boston, MA 02125  
617-727-8470  
[www.sec.state.ma.us/mhc](http://www.sec.state.ma.us/mhc)

## Local Contacts

Sherborn Town Hall  
19 Washington Street, Sherborn, MA 01770  
508-651-7850

*Town of Sherborn Building Inspector:*  
Walter Avallone  
651-7870, 651-7850

*Sherborn Historic District Commission:*  
Bill Stinson, Chair, 653-8660  
Scott Blanchard, 653-4097  
Jamie Cheston, 655-1844  
Tim Miner, 655-3492  
Ron Steffek, 651-3230

*Sherborn Historical Commission:*  
Carol McGarry, Chair, 653-4711  
Julie Mott, 650-0460  
Susie Wheelwright, 655-6588  
Sally Wilkins, 655-6644

## **Amendments and Severability**

The Commission reserves the right to amend these Guidelines.

If any part of these Guidelines is deemed to be invalid, illegal or unconstitutional, then that part shall be severed from the text, and the remaining section of these Guidelines shall continue to be in full force and effect.

## **Application Procedures**

The Sherborn Historic District Commission will not formally review an Application for Certificate until all zoning issues have been resolved through the Sherborn Planning Board or Zoning Board of Appeals.

Before commencing work, an applicant should inform the Commission of the intended work. The Commission welcomes advance inquiries for interpretations or advice before filing an Application for a Certificate of Appropriateness, a Certificate of Non-Applicability or a Certificate of Hardship.

A sample application appears at the end of this document. Application forms may be requested from the Sherborn Historic District Commission, or the Town of Sherborn Building Inspector.

The Commission will determine within 14 days from the receipt of the application whether any of the proposed work is subject to review.

### **Hearings**

If it is determined by the Commission that a public hearing to review your application is required, you will be contacted for scheduling. The Commission will require that you bring up to seven copies of the following information to the hearing:

- Site plan showing existing buildings and structures and proposed changes.
- Scale drawings of the building project sufficiently complete to allow for submission for a building permit, if you are considering an addition or significant alteration.
- Photographs of the existing building showing the location of the changes. Photographs can also be used to illustrate the history of the building in the context of proposed changes.
- Listing of all exterior materials, including siding and window materials.

At the hearing the Commission will discuss the application with the applicant or his representative, and hear the abutters.

### **Findings**

The Sherborn Historic District Commission will make a determination on the application within 60 days after the filing of the application. At the conclusion of its review, the Commission shall issue in writing one of the following: Certificate of Appropriateness, Notice of Disapproval, Certificate of Non-Applicability or Certificate of Hardship. A property owner or contractor cannot receive a building permit unless the Commission has issued a Certificate.

### **Time Limits**

Work must commence one year from the time the Certificate is issued unless an extension is requested and approved by the Commission. The Commission reserves the right to inspect the project to determine compliance with the conditions set forth in the Certificate issued.

**Appeals**

Any applicant dissatisfied by a determination of the Commission may, within twenty days after the filing of the notice of such determination with the Town Clerk, file a written request with the Commission for a review in accordance with town by-laws.

**Violations and Penalties**

In accordance with the Town of Sherborn Zoning By-laws 7.4, Penalty: Any person violating the provisions of this by-law shall be fined not more than one hundred dollars (\$100.00) for each offense. Each day that such violation continues shall constitute a separate offense.



SHERBORN HISTORIC DISTRICT COMMISSION  
TOWN HALL  
19 WASHINGTON STREET  
SHERBORN, MASSACHUSETTS 01770

**Application for Certificate**

**In accordance with Chapter 40C of the Massachusetts General Laws and/or Section 8-Historic Districts of the Town of Sherborn Zoning By-laws, the undersigned hereby applies to the Sherborn Historic District Commission for a:** *Check one:*

- Certificate of Appropriateness       Certificate of Non-Applicability       Certificate of Hardship

**Property**

Name/Identification: \_\_\_\_\_

Address/Location: \_\_\_\_\_

**Property Owner of Record**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Applicant** *If not Property Owner*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Project**

Describe the proposed alteration(s), construction, or demolition in the space provided below.

*Attach additional page(s) if necessary.*

**I certify that the information contained herein is true and accurate to the best of my knowledge and belief. The undersigned also attests that he/she has read the statements printed on the following page.**

\_\_\_\_\_  
Signature of Property Owner      Date  
*Application will not be considered complete without property owner's signature*

\_\_\_\_\_  
Signature of Applicant, if not record owner      Date

## Commission Evaluation

The following materials will be required to make your application complete. Up to seven additional copies should be provided for distribution to Commission members.

- Site plan showing existing buildings and structures and proposed changes. (Plans and drawings no larger than 11" x 17" are preferred.)
- Scale drawings of structures or features affected, sufficiently complete to allow for submission for a building permit, if you are considering an addition or significant alteration.
- Photographs of the existing structures and site, showing the location of the changes. Photographs can also be used to illustrate the history of the building in the context of proposed changes.
- Listing of all exterior materials, including siding and window materials.
- Additional materials as deemed necessary by the Commission.

## Commission Action

Owners/Applicants are urged to appear before the Commission in person or to designate a representative to act for them. All meetings and hearings are open to the public.

If approved, a Certificate of Appropriateness will be issued upon completion of the review process and shall expire one year after issuance.

### **Dates** *To be completed by the Commission*

Application Received:

Initial Meeting:

Public Hearing:

Public Notices Issued:

Comments at Hearing:

### **Action** *To be completed by the Commission*

- Certificate of Approval/Date Issued:
- Certificate of Non-Applicability/Date Issued:
- Certificate of Hardship/Date Issued:
- Notice of Disapproval/ Date Issued:
- Returned for Revisions/Date: