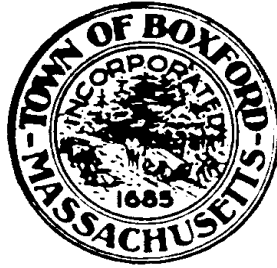


7A Spofford Road
 Boxford, MA 01921
 978-887-6000



**HISTORIC DISTRICTS
 COMMISSION**

FOR OFFICE USE ONLY

Application number _____
 Received: _____
 Application accepted: _____
 For hearing on: _____
 Notices sent: _____
 Site visit completed: _____
 _____ Appropriateness
 _____ Non-Applicability
 _____ Hardship

Application for Certificate

See instructions on reverse side – Type or neatly block print

1.	Address:	District
2.	Applicant's Name:	Phone
	Address	Zip Code
3.	Property Owner:	Phone
	Address	Zip Code
4.	Architect:	Phone
	Address	Zip Code
5.	Contractor:	Phone
	Address	Zip Code

6. Brief Description of all proposed work (including repairs, exterior painting and signs)

<p>7. <u>Documentation Attached</u> (see instructions)</p> <p>a. _____ Photographs b. _____ Materials or color samples c. _____ Manufacturer's illustration d. _____ Plans & elevations e. _____ Shop drawings f. _____ Site or plot plan g. _____ Other _____</p>	<p>8. <u>Signatures: Both are required</u></p> <p>Applicant: _____ Owner: _____ Date: _____</p>
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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

1. All proposed exterior construction, alteration, repairs, or full or partial demolition must be approved by the Historic Districts Commission before a building permit can be issued by the Building Inspector. Any work done to the exterior of a building in the district, whether requiring a building permit or not, requires application to this Commission. For ordinary repairs, such as painting, replacing gutters, etc. the commission must determine that there is no change in design, building material, color, or outward appearance, by issuing the applicant a Certificate of Non-Applicability.
2. Complete all information on the reverse side for this application form.
3. Completed application should be given to the Town Clerk or mailed (preferably by certified mail) or e-mailed to the Chairman at weperk@gmail.com to the HDC Chairman, Town Hall, 7A Spofford Road, Boxford, MA 01921 so that it arrives *more than 14 days* prior to a regularly scheduled monthly HDC meeting. Call 978-887-6000 for the phone number of the current Chairman if you have any questions. If the Commission determines that only a Certificate of Non-Applicability is necessary, you should receive the certificate within 14 days by mail. For a Certificate of Appropriateness: a public hearing will be scheduled, after 14-day written notification to abutters. You will be notified of the date and time of this hearing.
4. The Hearing: Please bring with you all documentation and materials necessary in order for the commission to understand and visualize the proposed alterations. These materials will remain with the commission and become part of the permanent file of your property. **IT IS THE APPLICANT'S RESPONSIBILITY TO CONVINCING THE COMMISSION THROUGH SUPPORTING RESEARCH AND WRITTEN DOCUMENTATION, THAT THE PROPOSED CHANGE WILL BE HISTORICALLY COMPATIBLE WITH THE EXISTING BUILDING.** Failure to provide enough information for the commission to reach a decision will cause a delay in the review process.
5. It is suggested that you arrange for a preliminary site visit by the Historic Districts Commission before you submit your application.
6. Further information can be found in the Boxford Historic Districts Guidelines that are on the town website www.town.boxford.ma.us

BOXFORD HISTORIC DISTRICTS

The Boxford Historic Districts Commission administers local historic districts as set forth by the provisions in Massachusetts General Laws Chapter 40C and by the local town bylaw establishing the Boxford Historic Districts (Copies Available at the Libraries or Town Hall.)

As stated in the law, the purpose of establishing these districts is: To preserve and protect the distinctive characteristics of buildings and places significant to the history of the Commonwealth's cities and towns; to maintain and improve the settings of those buildings and places; to encourage compatibility with existing buildings when new buildings are planned in the districts.

To that end, the local Commission reviews all proposed exterior construction, alteration, repairs, or full or partial demolition **BEFORE** a building permit or demolition permit can be issued by the Building Inspector.

After its review the Commission may issue one of three types of certificates.

Certificate of Appropriateness

If the Commission has determined that the changes are compatible with the existing building and surroundings.

Certificate of Non-Applicability

If the Commission has determined that the alterations 1) are not visible from the public way; 2) do not involve changes in outward appearances; 3) do not fall under the jurisdiction of the Commission.

Certificate of Hardship

If the Commission determines that as long as there is no substantial detriment to the district, and due to special conditions, their failure to issue any other type of certificate would create a substantial hardship, financial or otherwise, to the property owner.