

HISTORIC PRESERVATION COMMISSION



CITY OF SOMERVILLE

OFFICE USE			
Case Number:	HPC 2018.		
Date Received:			
Hearing Date:			
Certificate:	C/A	C/NA	C/HD

LOCAL HISTORIC DISTRICT: APPLICATION for PROPOSED CHANGES

HISTORIC PROPERTY ADDRESS:	Assessor	Map	Block	Lot
APPLICANT NAME:	PHONE:			
APPLICANT ADDRESS:	E-MAIL:			
OWNER NAME:	PHONE:			
OWNER ADDRESS:	E-MAIL:			
AGENT NAME:	PHONE:			
AGENT ADDRESS:	E-MAIL:			

WORK DESCRIPTION: Check all that apply. A sheet with full itemized descriptions of proposed work **MUST** be attached.

<input type="checkbox"/> Repair/Maintain In-Kind (no change in material or design) – Identify location, feature(s) and material(s)
<input type="checkbox"/> Alteration – Identify location, feature(s) and material(s)
<input type="checkbox"/> Addition – Identify location, size, feature(s) and material(s)
<input type="checkbox"/> Other – Describe project
<input type="checkbox"/> Demolition – Identify location and feature(s)

ZONING DISCLOSURE: The proposal specified above may also require a Special Permit or Variance granted by the Zoning Board of Appeals or the Planning Board. It is the responsibility of the Applicant to apply for relief, if necessary, from the appropriate Special Permit Granting Authority. If a discretionary permit is required, please contact Staff to coordinate the review processes.

SUPPORTING DOCUMENTATION: Please submit documents that convey ALL EXISTING and PROPOSED CONDITIONS.

<input type="checkbox"/> Photographs	<input type="checkbox"/> Site/Plot Plan	<input type="checkbox"/> Elevations	<input type="checkbox"/> Material Samples	<input type="checkbox"/> Manufacturer Info
<input type="checkbox"/> Other – Please list				

(OVER)

As Owner, I make the following representations:

- 1) I hereby certify that I am the owner of the property at _____, Somerville, MA;
- 2) I hereby certify that the applicant named on this application has been authorized by me to apply to maintain or repair in-kind, alter, add to, and/or demolish the structure at the property listed above for the purposes indicated in this application;
- 3) I hereby certify that if an agent is listed on this application, this agent has been authorized to represent this application before the Historic Preservation Commission;
- 4) I permit Historic Preservation Commission Staff to conduct site visits on my property; and
- 5) Should ownership of this parcel change before the Historic Preservation Commission has acted on this application, I will provide updated information and new copies of this signature page.

Property is owned by a Corporation, LLC, or Trust – **Submit authorization to sign as Owner**

Property is a Condominium or Cooperative Association – **Trustee must sign and submit authorization to sign as Trustee**

OWNER SIGNATURE:

DATE:

As Applicant, I make the following representations:

- 1) The information supplied on and in this application is accurate to the best of my knowledge;
- 2) I will make no changes to the approved plans without prior approval from the Historic Preservation Commission (HPC); and
- 3) I hereby certify that if an agent is listed on this application, this agent has been authorized by me to represent me before the HPC as it relates to the proposal on this application.

APPLICANT SIGNATURE:

DATE:

Application Instructions & General Information

The City of Somerville Historic Preservation Commission (HPC) are a group of volunteers who meet on a monthly basis and have been appointed by the Mayor. The HPC administers the Somerville Historic District Ordinance, as set forth in the Massachusetts General Laws Chapter 40C, as well as the Demolition Review Ordinance. Alterations to properties within a local historic district and structures (exceeding 50 years in age) proposed to be demolished both require HPC review.

The HPC must review and approve all exterior construction, alterations, repairs/maintenance and/or demolition in a local historic district before the Inspectional Services Division (ISD) will issue permits. The HPC does not have jurisdiction over use, occupancy issues or zoning matters. Preservation planners are available to provide information and to assist with the application and review process. Applications for alterations to historic properties require a public hearing with a minimum 14 day notice to abutters. A site visit will be conducted by HPC Staff prior to being reviewed by the HPC. This visit is often helpful for Applicants to understand the guidelines and type of alterations that would likely be approved. **Please submit documents to explain or illustrate Existing and Proposed Conditions** such as photographs, site and/or plot plans, elevations, material samples and manufacturer information for new materials. The Commission may not be able to determine if your project will meet the guidelines without full supporting information and may be rejected or delayed as a result.

The Commission issues three types of certificates. A **Certificate of Appropriateness** is issued when the proposal is compatible with the existing historic structure. A **Certificate of Non-Applicability** is issued for in-kind repairs or maintenance that do not alter the design or material, when the alteration is not within jurisdiction of the Commission, or when the alteration is not visible from a public way or park. The Commission does not review temporary signage, color of paint, storm doors/windows, screens, AC units, light fixtures, or trees/plants/shrubs. A **Certificate of Hardship** is issued when special conditions create a substantial hardship (financial or otherwise) to the applicant if not approved, as long as the proposal is not substantially more detrimental to the local historic district.

The Commission reviews exterior features visible from a public way, park, or body of water. Typical features under review include (but are not limited to) windows, doors, gutters, skylights, dormers, decks and fences. The HPC encourages Applicants to repair before seeking to replace architectural features or materials and the HPC rarely approves synthetic materials for siding, roofs, windows, or doors. Other helpful tips include using roof shingles that reflect the architecture of the house and locating skylights away from public rights-of-way.

The Commission can provide recommendations for appropriate materials and design, and technical help regarding material repairs; however, the Commission cannot recommend contractors or product sources. Please also refer to the Design Guidelines for additional information, available on the 3rd floor of City Hall or at www.somervillema.gov/sites/default/files/DesignGuidelines.pdf.

Office of Strategic Planning and Community Development
93 Highland Avenue, Somerville, MA 02143
(617) 625-6600 ext. 2500
M-W 8:30-4:30; TH 8:30-7:30; F 8:30-12:30