



# *City of Medford*

## HISTORIC DISTRICT COMMISSION

City Hall – Room 308  
85 George P. Hassett Drive  
Medford, Massachusetts 02155

### **APPLICATION FOR A CERTIFICATE INSTRUCTIONS**

Please read all instructions and review entire form prior to completing. It is recommended that each applicant review the Medford Historical District Commission by-law for information prior to submission. Please type or print.

#### **Instructions for application:**

Before beginning any work that affects the exterior architectural features of buildings or structures within a historic district, including, construction, additions, demolitions and any alterations to buildings or structures within a historic district, the applicant should contact the Medford Historical District Commission for consultation, prior to beginning the application process.

Property owners in the Historic District are required to obtain a Certificate from the Commission prior to starting any work on their building or structure which affects architectural features. There are certain exceptions which are listed in the by-law, located on the City of Medford's website. Property owners are responsible to ensure no violations of this ordinance occur. The Building Department CANNOT issue a building permit for any work affecting your property without the necessary Certificates from the Commission.

Applicants need note, there are three types of certificates one can apply for. They are as follows:

#### **Certificate of Appropriateness.**

Issued for those changes that are in conformance with the Historic District Ordinance and/or are acceptable to the Historic District Commission.

#### **Certificate of Hardship.**

Issued for those changes which are not appropriate, but which may be necessary due to economic, physical, or other special conditions. A Certificate of Hardship may not be issued until a Certificate of Appropriateness has been denied, unless specific conditions, such as code violations, make such an application infeasible.

#### **Certificate of Non-Applicability.**

Issued for alterations which affect features deemed to be not detrimental to the district by the Historic District Commission. Examples include work not visible from the public rights of way, reconstruction work similar in material and design to the original following fire or other disaster, maintenance repairs or replacement using the same design and materials, or work where no exterior architectural features are involved.

#### **Procedures & Timeline:**

Applications for any certificate need to be returned at least three (3) weeks prior to the next meeting to allow for adequate time for commissioners to review the applications. An initial review will determine if the application is complete. **Incomplete applications will be returned immediately with marks for additional information.**

Upon receipt of the completed form, the Historic District Commission shall review the application at their next public hearing. Public notices will be posted with the clerk, and the applicant, abutters and other interested parties will be notified. An application may be approved or denied at the public hearing, or it may be continued at subsequent meetings. If an extension is required, it shall be approved by the applicant and the commissioners. Once the commissioners make a determination, a Certificate, if granted, will be issued within fourteen days.

All meeting dates, notification policies, and deadlines are set forth in M.G.L. 40C governing Historic District Commissions. If applicants disagree or are unsatisfied with the ruling by the Commission, he or she may, within (20) twenty days after the filing of such notice of ruling with the City Clerk, appeal to the Superior Court. On the other hand, the Historical Commission may, through Superior Court, seek an injunction against any violation in the district. Such ruling may result in the removal of the unapproved item and a fine. Resubmission of denied applications, with adjustments as suggested by the commission, are encouraged.

### **Required Documentation:**

The following information must be included within the application to ensure a quick and timely response to any proposed work under the commission's jurisdiction:

1. Site plan – showing the existing building and location of proposed addition/alteration. City of Medford Assessors maps are acceptable (available at the Engineer's Office).
2. Architectural Drawings or Sketches – drawn to scale on at least 8.5" X 11" paper. The applicant may reduce drawings but must submit one full sized set. These plans must include floor plans and all major elevations, as well as any construction details.
3. Photographs - 5x7 (one set color) showing the existing conditions including all four major elevation of the existing dwelling. Detail shots of the proposed area of construction (at least one) are required.
4. Cut Sheets – product information required to detail proposed products applicable to construction.

### **Abutters & Legal Notification:**

The ordinance governing the Historic District requires all abutters, including across streets and ways in all directions, to be notified at least 14 days prior to meetings. The assessor's office maintains a list of abutters which includes mailing addresses. All mailing costs and advertising fees in local papers shall be the responsibility of the applicant, through the Historic District Commission.

### **Final Inspection:**

A final inspection and approval is required from the commission prior to close of permit. At the completion of the work and after inspection by the commission, the certificate will be noted that the work performed is approved (or denied), and a copy filed with the city clerk and building department. The work covered by the certificate must be approved in order for the building department to close the building permit.

### **Contact:**

The Medford Historic District Commission may be contacted by email at: [info@medfordhc.org](mailto:info@medfordhc.org)



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### **APPLICATION FOR A CERTIFICATE**

**Property Address:** \_\_\_\_\_

**Please check the type of certificate you are applying for:**

- Certificate of Appropriateness for work as described in this application and attached documentation.
- Certificate of Hardship for a previously denied application for Certificate of Appropriateness, or as otherwise described herein and not a substantial derogation from the intent or purpose of the district.
- Certificate of Non-Applicability for the following reasons:
  - Not visible from the public right of way.
  - Reconstruction similar in material and design to original following fire or other disaster.
  - Maintenance repairs or replacement using same design and materials.
  - No exterior architectural features involved.
  - Other (please specify): \_\_\_\_\_

**Please check the category of work proposed:**

- New Construction and additions.
- Reconstruction (please provide evidence).
- Restoration.
- Alteration (windows, doors, fences, etc).
- Relocation.
- Demolition (total or partial).
- Roofing work.
- Other (Please specify): \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Contact Information:**

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Owner  
Telephone Number: Days: \_\_\_\_\_ Evenings: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Name of Applicant, if not owner of record: \_\_\_\_\_

Relationship with owner: (contractor, architect, etc:) \_\_\_\_\_

Applicant address: \_\_\_\_\_  
\_\_\_\_\_

Applicant Telephone Number: Days: \_\_\_\_\_ Evenings: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Anticipated construction start date: \_\_\_\_\_

Anticipated completion date: \_\_\_\_\_

**Description of work:**

Please describe the proposed alteration(s) to the commission. Be as thorough as possible.

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Applicants note: although it is not required that you attend the meeting for your application, it is strongly recommended that you do so, to be available to answer any questions or discuss any commentary that may arise out of your application.

**Property Address:** \_\_\_\_\_

**Documentation Attached:**

Please check off documents attached (see instructions for required information). Failure to provide adequate information could delay action on your application.

- Site Plan**, showing building and proposed construction.
- Plans/Scaled Drawings**, of proposed work including floor plans and all major elevations and new construction.
- Photographs**, including all four sides of building and work area.
- Cut Sheets**, including product specifications.
- Other**, please specify: \_\_\_\_\_

**Signature:**

By signing this application, the applicant hereby certifies that they have read the instructions along with the bylaw applicable to the City of Medford Historic Districts. Furthermore, I understand that the District Commission is empowered by M.G.L. 40C to govern this work. To the best of my knowledge, the information contained in this application is accurate and complete. I give permission to the Medford Historic District Commission to access the above property for the sole purpose of reviewing this application and the work done after any Certificate issued to me.

\_\_\_\_\_  
Owner's / Applicant's Signature (s) Date

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**For Commission Use Only**

**Date Received:** \_\_\_\_\_  
**Receiver:** \_\_\_\_\_  
**Application Review Date:** \_\_\_\_\_  
**Vote:** \_\_\_\_\_  
**Certificate Issued:** \_\_\_\_\_  
**Final Inspection:** \_\_\_\_\_