



Town of Concord  
Historic District Commission  
141 Keyes Road, Concord, MA 01742  
Tel: (978) 318-3290  
www.concordma.gov

## Application for a Certificate of Appropriateness

Application Fee - \$50.00 Minor modifications - \$100 Major alterations including new window/door openings, additions - \$200 Demolition and/or construction of a new dwelling

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Map#: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Historic District: \_\_\_\_\_ Year Built: \_\_\_\_\_

Pursuant to Section 7 of Chapter 345 of the Acts of Massachusetts, 1960, this application is hereby made for the issuance of a Certificate of Appropriateness for all items checked and described below:

<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition	<input type="checkbox"/> Painting	<input type="checkbox"/> Re-roofing
<input type="checkbox"/> Addition	<input type="checkbox"/> Removal	<input type="checkbox"/> Alteration	<input type="checkbox"/> Re-siding

Sign (Note: Signs must also comply with the Concord Sign Bylaw)

Other, specify: \_\_\_\_\_

Description of proposed work: (attach additional pages if necessary)

I, the Applicant, certify that I have read the Application Documents and have consulted the Historic Districts Commission Design Guidelines and will conform to all applicable provisions and conditions.

Property Owner/Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Signature of Property Owner: \_\_\_\_\_

Owner's representative: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Signature of Representative: \_\_\_\_\_

**Architect:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Contractor:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Information to be submitted with Application:**

One copy of the following information should be attached to the submitted application:

- Project Narrative
- Scaled 11 x 17 drawings of exterior elevations of the existing and proposed conditions, showing all exterior features accurately and completely (Some projects may require full sized 24 x 36 plans, check with Staff)
- Site Plan – Showing trees to be removed, if any
- Photographs of existing conditions, as seen from a public way (printed on standard 8 ½ x 11 paper)
- List of exterior materials and colors
- Manufacturer specifications for new materials (i.e. windows and doors)
- Complete New Construction Checklist (if project consists of an addition or new construction)

**Information to be submitted with Sign Applications:**

One copy of the following information should be attached to the submitted application:

- Scaled drawings of proposed sign(s) including thickness of sign, edge detail, specifications for materials, colors, and typeface to be used (1/2" = 1' minimum)
- Actual samples of sign materials, with sample of paint color and proposed finishes
- Photographs or elevation drawings of building which include a mockup of exact location and scale of proposed sign (printed on standard 8 ½ x 11 paper)
- Details and specifications for proposed brackets/hangers, colors, installation methods, light fixtures, etc.
- Lighting plan, if applicable

**Additional materials to be submitted with all Applications:**

Signed Responsibility for Payment form for Legal Notices

Electronic copy of Application and supporting documentation on a flash drive or emailed to Town Staff

Application Fee: Cash or check payable to the Town of Concord

**For Town Use Only**

<b>Date Received:</b>	<b>Received by:</b>
<b>Date of Public Hearing (s):</b>	
<b>Commission Actions:</b> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Disapproved</b>	
<b>Certificate No:</b>	<b>Date of Certificate:</b>

## HISTORIC DISTRICTS COMMISSION: NEW CONSTRUCTION CHECKLIST

OWNER NAME:	DATE:
ADDRESS:	PROJECT:

<b>Siting</b>	<b>Description</b>	<b>Approved</b>	<b>Disapproved</b>
Size			
Height			
Massing(Relationship to Lot Size)			
Volume calculation of existing and proposed construction (include outbuildings).			
Grading Drainage			
Relationship to Surroundings & Neighborhood			

### **Architecture**

Siding/Trim Shutters			
Windows/ True Divided Lite			
Doors/Storm Hardware			
Chimneys Masonry			
Porches/Entries Landings			
Exterior Lighting Fixtures Wattage			
Roof: Type:Color			
Gutters/ Downspouts			
Paint-Sample			
Foundation Material/Exposure			

### **Site Work**

Structures (Includes lighting)			
Driveway/Walks			
Curbing			
Fences/Walls Materials			
Landscaping (Mark trees to be removed; show size & species. Describe grading plans.)			