



Town of Concord  
Historic District Commission  
141 Keyes Road, Concord, MA 01742  
Tel: (978) 318-3299 Fax: (978) 318-3291  
Web Site: www.concordma.gov

## Application for a Certificate of Appropriateness

Application Fee - \$25.00

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:

New Construction

Demolition

Painting

Re-roofing

Addition

Removal

Alteration

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:**

Two copies of the following information should be attached to the submitted application:

- Project Narrative
- Scaled drawings of exterior elevations of the existing and proposed conditions (showing all exterior features accurately and completely)
- 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:**

Two copies 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 posted in the Concord Journal
- 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>