



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: 12-22-2025

Property Address: 22 Monument Square Map#: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Historic District: Concord Town House 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 checked="" 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)

-The Town of Concord proposes the installation of limited exterior surveillance at the Town House to enhance public and staff safety. The project includes the installation of four (4) low-profile exterior security cameras at select locations on the building. Proposed locations and mounting methods are shown in the attached documentation and are designed to be minimally invasive and reversible, with no impact to character-defining architectural features. No other exterior changes are proposed.

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: Town of Concord Telephone: 978-318-3000

Address: 22 Monument Square Concord, MA Email: klafleur@concordma.gov

Signature of Property Owner: *Kerrey J. Lafleur*

Owner's representative: Matt Boiteau EA to Town Manager Telephone: 978-318-3002

Address: 22 Monument Square Concord, MA Email: mboiteau@concordma.gov

Signature of Representative: *Matthew Boiteau*

**Architect:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Contractor:** NewEra Technologies **Telephone:** 617-502-1641  
**Address:** \_\_\_\_\_ **Email:** peter.bertoli@neweratech.com

**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>