



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: 07.04.2026

Property Address: 100 KEYES RD #211 Map#: 9H Parcel #: 110

Historic District: _____ Year Built: 1952

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)

REMOVE EXISTING PATIO DOOR AND TRANSOM AND RELATED TRIM WITHIN EXISTING MASONRY OPENING. INSTALL ANDERSON FRENCHWOOD GLIDING PATIO DOOR AND TRANSOM, NEW CONFIGURATION TO MATCH EXISTING. INSTALL NEW EXTERIOR TRIM TO MATCH EXISTING, PAINT EXTERIOR TO MATCH EXISTING, THIS REPLACEMENT IS CONSISTENT WITH ALL PAST REPLACEMENTS.

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: MARY DIEM Telephone: 914-523-3555

Address: 100 KEYES RD #211, CONCORD, MA Email: diemhotel@aol.com

Signature of Property Owner: _____

Owner's representative: SCOTT THAYER Telephone: 781-844-3616

Address: 475 WEST ST READING MA Email: setco@comcast.net

Signature of Representative: _____

Architect: N/A **Telephone:** _____
Address: _____ **Email:** _____
Contractor: SE THAYER CO LLC **Telephone:** 781-844-3616
Address: 475 WEST ST READING MA **Email:** setco@comcast.net

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

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