



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:

<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: Kees Jones

Owner's representative: _____ Telephone: _____

Address: _____ Email: _____

Signature of Representative: Kristin M

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

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

HISTORIC DISTRICTS COMMISSION: NEW CONSTRUCTION CHECKLIST

OWNER NAME:	DATE:
ADDRESS:	PROJECT:

Siting	Description	Approved	Disapproved
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.)			