



Town of Belmont
Historic District Commission
Homer Municipal Building, 2nd Floor
19 Moore Street
Belmont, MA 02478

APPLICATION SUBMISSION REQUIREMENTS:

(Approved October 15, 2020)

In order for your application to be considered complete, please submit it with all supporting documents and materials to the Office of Community Development at least two (2) weeks prior to the scheduled public hearing. All documents shall be formatted into a single PDF file. If product samples or physical materials are required for review, they may be brought to the physical meeting. In the event of an online meeting, please review special submission requirements with the Office of Community Development* prior to submitting your application.

Minimum Required Documentation for all applications:

1. **Application:** The application (attached) must be completed and signed by the property owner and his/her authorized agent, as applicable.
2. **Applicant Statement:** A written statement detailing the scope of work, reasons for the proposed changes, how the proposed work will affect the abutters, and how the proposed project meets the goals, objectives and standards of *The Design Guidelines for Belmont Historic Districts*.
3. **Photographs:** Current photographs of the area of the structure that is affected by the project. Additional photos in support of your project are encouraged.
4. **Manufacturer's Product Literature and Specifications:** Submit manufacturer's information of specific exterior elements (e.g. windows, light fixtures, roofing, etc.), including landscape features (e.g. pavement, fencing, site walls and site lighting).

Additional Supporting Documentation depending on the scope of your proposed project, the following drawings, at a suitable scale, may be required to be completed by an architect, landscape architect, engineer, or land surveyor. HDC will assist in determining what additional documentation is required.

1. **Elevations and Site Sections:** Elevations and sections indicating existing and proposed exterior conditions. Include at least one section drawn through the building(s) and site showing the relationship between the building(s), topography, landscape features, and adjacent road(s).
2. **Wall Sections:** Wall Sections indicating new projecting elements (bays, balconies, additions, etc).

- 3. Detailed Drawings:** Submit details of important exterior elements (e.g. eaves, railings, trim, etc.) involving removal, alteration or addition.
- 4. Roof Plan(s):** A roof plan indicating existing and proposed conditions.
- 5. Floor Plans:** Floor plans, showing existing and proposed conditions, are required for all projects involving additions and/or alterations of existing exterior doors, windows, walls, porches and other exterior elements.
- 6. Site Plan:** The site plan indicating the relationship of the building and proposed improvements to the major site elements, adjacent street(s), and neighboring buildings.
- 7. Topographical/Grading Plan:** A plan indicating existing and proposed grading.
- 8. Other:**
 - a. Neighborhood Letters or a Petition of those who have reviewed the proposed plans and do not object to them.
 - b. Any other relevant documentation which the applicant wishes to submit in support of the application (e.g. historic photos, model, etc.).
 - c. For changes necessary to meet Code(s) (e.g. fire egress, handicap access, etc.) include certification from appropriate agencies (e.g. Fire Department, Building Department, Architectural Access Board, etc.), that the work is required.
 - d. For projects involving full or partial demolition of the building(s) please consult HDC.

Questions regarding the application submission requirements can be forwarded to the Historic District Commission, at [the Office of Community Development at gdistler@belmont-ma.gov](mailto:gdistler@belmont-ma.gov).

Information can also be found on the HDC webpage <http://www.belmont-ma.gov/historic-district-commission>.



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OFFICE USE
Case Number: HDC –

APPLICATION

In accordance with the Historic Districts Act, MGL Ch 40C, and the Town of Belmont General Bylaws, §40-315, the undersigned applies to the Belmont Historic District Commission for a Certificate of:

☐ Appropriateness ☐ Non-Applicability ☐ Hardship

1. PRELIMINARY INFORMATION:

Address of Property: _____

Property Owner's Name: _____

Address: _____

Email: _____ Phone: _____

Agent Name: _____

Address: _____

Email: _____ Phone: _____

I am the : _____ Property Owner _____ Agent

____ Property is Owned by a Corporation, LLC, or Trust (Submit authorization to sign as owner)

____ Property is a Condominium or Cooperative Association (submit authorization to sign as trustee)

If applicable: Architect: _____ Contractor: _____

2. BRIEF DESCRIPTION OF PROPOSED WORK:

3. SIGNATURES:

As Owner, I make the following representations:

- A. I hereby certify that I am the Owner of the Property at: _____
- B. I hereby certify that if an Agent is listed on this Application, this Agent has been authorized to represent this Application before the Belmont Historic District Commission.

Owner: _____ Date: _____

As Applicant/Agent, I make the following representations:

1. The information supplied on and in this Application is accurate to the best of my knowledge;
2. I will make no changes to the approved plans without prior approval from the Belmont Historic District Commission.

Applicant/Agent: _____ Date: _____

* Incomplete applications and Insufficient documentation will not be accepted. *

Approved March 23, 2017