



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

APPLICATION SUBMISSION REQUIREMENTS:

(Approved June 13, 2017)

In order for your application to be considered complete, submit **14 copies** of the following information (unless otherwise determined by the Historic District Commission (HDC) in writing) at least three (3) weeks prior to the scheduled public hearing. Additionally these plans must be submitted in PDF format as well.

Minimum Required Documentation for all applications:

- 1. Application:** The application (attached) must be completed and signed by the property owner and as applicable his/her authorized agent.
- 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, including landscape features (e.g. windows, light fixtures, roofing, etc.).

Additional Supporting Documentation depending on the scope of your proposed project, the following plans, 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.

Submit completed application packets to:

**Office of Community Development
Homer Municipal Building -2nd floor
19 Moore Street
Belmont, MA**

Questions regarding the application submission requirements can be forwarded to the Historic District Commission, at sgober@belmont-ma.gov.

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