

CITY OF FRAMINGHAM

FRAMINGHAM HISTORIC DISTRICT COMMISSION

150 CONCORD STREET ◻ MEMORIAL BUILDING ◻ ROOM B-2

FRAMINGHAM, MA 01702-8325

T: 508.532.5455

Application for Historic District Commission Review

For a list of properties in Framingham's local historic districts, visit FraminghamMA.gov/HDC

Under the City of Framingham General By-laws, Article VII, Section 5, for properties in a local historic district, a certificate from the Historic District Commission is required before obtaining any building permit or before proceeding with construction projects affecting the exterior of the property. Submission of this application will begin the process of review for a Certificate of Appropriateness, Non-Applicability, or Hardship, which will be issued by the Historic District Commission as applicable.

Submit two copies (one original, one copy) of this application to: Planning & Community Development Division staff, 150 Concord Street, Room B2, Framingham, MA 01702.

Application fee: \$50 check payable to the *City of Framingham* required with application

Signs: please submit a completed *Sign Permit Application* to the Sign Officer in Inspectional Services before applying for a certificate with the Commission.

I. Property Address _____

Primary Contact _____

Phone _____ Email _____

Address _____

Property Owner (if different) _____

Phone _____ Email _____

Address _____

II. Type of Structure:

House Shed Fence Non-Residential

Garage Wall Sign Other

Proposed Work:

Addition New Construction Replacement Roofing

Demolition Repair Alteration Other

III. Description of Work

On a separate page, please provide a detailed statement of the work to be completed, including information on materials, style, extent of work, etc., referencing plans and photographs if appropriate. Please note if approval is needed or has been received from any other City boards or departments (Planning Board, Zoning Board of Appeals).

(Over)

IV. Supporting Documentation

Please provide any appropriate documentation for the project, including:

- Photographs (clear, in color, and current)
- Site Plan
- Building plans or elevations (no larger than 11 x 17)
- Product/material information (spec sheets from the manufacturer, photographs of installed examples)

We encourage applicants to consult with staff in order to determine what additional documentation should be provided.

Dimensions and **materials** should be clearly labeled on all plans.

For **window replacement**, please provide a photograph showing the full side of the building, and cross off the windows that are to be replaced.

For **signs**, please provide a rendering showing accurate dimensions and graphics, how it will be erected in its proposed location, along with current photographs of the proposed location.

V. Notice to Applicants

- The Commission generally hears applications for certificates on the first Tuesday of every month (subject to change). Applications should be submitted **at least three weeks in advance** for review and to satisfy public hearing notice requirements.
- An approved certificate shall expire **six months** from the time of issuance **unless otherwise extended by the Commission**.
- Certificates are specific to the project and owner cited on the application.
- Please notify the Commission in writing (email is acceptable) upon completion of the changes included in this certificate.

For Office Use Only

Case Number _____ Historic District _____

Date Completed Application Received	
Date Notice Sent	
Date of Hearing	
Date of Decision	

Action	
Reason for Action	
Type of Certificate Issued	
Conditions	