

City of Newton

Historic District Application Intake Process

The process for accepting local historic district applications has changed and will be effective starting January 1, 2022.

This submission packet includes the meeting dates and deadlines, the application requirements checklist, the two forms (Application for Certificate and General Permit), and the final project approval process.

Applicants must electronically submit the complete application with all the required forms and submission materials identified on the Local Historic District Application Requirements checklist included in this document.

Upon receipt of a complete application submission, the Department has 14 days to determine if the application can be administratively approved or needs to go to a public hearing by the Commission. Projects that typically can be approved administratively are those that replace existing elements in-kind or are not visible from a public way (also from a private way in Chestnut Hill.) Visible changes to the buildings, structures, materials, hardscaping, or site elements require Commission review.

To get on the agenda for the monthly Commission meeting, the complete application submission must be received by 5 p.m. on the deadline date. Incomplete applications will not be accepted.

Applicants can also submit for working sessions to get Commission feedback before moving forward with a complete submission for full review. The deadlines are the same as for a full Commission review, but the project information can be more general. Working sessions are encouraged for more complicated projects.

Contact Barbara Kurze, Senior Preservation Planner, at bkurze@newtonma.gov to submit applications or to get more information about the process.

Historic District Commission Meeting Dates and Deadlines

Auburndale Historic District Meeting start time 7:00 p.m. <i>Deadline 5:00 p.m.</i>		Chestnut Hill Historic District Meeting start time 7:00 p.m. <i>Deadline 5:00 p.m.</i>	
Meeting	Deadline	Meeting	Deadline
January 11	December 21	January 20	December 30
February 8	January 25	February 17	January 27
March 8	February 15	March 17	February 24
April 12	March 22	April 21	March 31
May 10	April 19	May 19	April 28
June 14	May 24	June 16	May 26
July 12	June 21	July 21	June 30
August 9	July 19	August 18	July 28
September 13	August 23	September 15	August 25
October 11	September 20	October 20	September 29
November 15	October 25	November 17	October 27
December 13	November 22	December 15	November 27
Newton Upper Falls Historic District Meeting start time 7:00 p.m. <i>Deadline 5:00 p.m.</i>		Newtonville Historic District Meeting start time 7:30 p.m. <i>Deadline 5:00 p.m.</i>	
Meeting	Deadline	Meeting	Deadline
January 13	December 23	January 6	December 16
February 10	January 20	February 3	January 13
March 10	February 17	March 3	February 10
April 14	March 24	April 7	March 17
May 12	April 21	May 5	April 14
June 9	May 19	June 2	May 12
July 14	June 23	July 7	June 16
August 11	July 21	August 4	July 14
September 8	August 18	September 1	August 11
October 13	September 22	October 6	September 15
November 10	October 20	November 3	October 13
December 8	November 17	December 1	November 10

City of Newton Local Historic District Application Requirements Note: Commissions may require additional information and details depending on the scope and complexity of the proposed project	Project Type						
	Repair or Replacement	Window Replacement	Addition	New Construction	Demolition	Minor Alteration	Site or Hardscape Alterations
Application							
Application for Local Historic District Certificate of Appropriateness, Non-Applicability Hardship	✓	✓	✓	✓	✓	✓	✓
General Permit Application	✓	✓	✓	✓	✓	✓	✓
Property Location on Assessor's Database Map	✓	✓	✓	✓	✓	✓	✓
Detailed Project Description	A	A	✓	✓	✓	A	A
Site Information							
Site Plan			✓	✓			✓
Property Survey (topography, spot elevations, plantings)			✓	✓			✓
Landscape Plan (individual hardscape, grading and planting plans as appropriate to project scope)			A	✓			✓
Existing Conditions Information							
Photographs of Building Elevations	✓	✓	✓	✓	✓	✓	
Existing Building Elevations (one per page at a scale that is legible on 11x17" printout, including text)			✓			A	
Existing Roof Plan (at a scale that is legible on 11x17" printout; including text)			✓			A	
Photographs of Existing Architectural Detail (windows, trim, portico/porch – as relevant to application)	✓	✓	✓			A	
MHC Form B (available at mhc-macris.net)	✓	✓	✓	✓	✓	✓	✓
Historic Photographs		R	R		✓	A	A
Architectural Information							
Proposed Building Elevations (one per page at a scale that is legible on 11x17" printout; including text)	A	R	✓	✓		A	
Proposed Roof Plan (at a scale that is legible on 11x17" printout; including text)	A		✓	✓			
Proposed Building Sections (at a scale that is legible on 11x17" printout; including text)			A	✓			
Proposed Window Details: Jamb, Sill and Head (at a scale that is legible on 11x17" printout; including text) Include comparison to existing if replacement of existing windows is proposed		✓	✓	✓			
Architectural Details	A	✓	✓	✓			
Renderings of Proposed Work	A		R	✓			A
Proposed Demolition			✓	✓	✓		
Specifications							
Product and Material Specifications (include specific make/model, dimensions, and photographs)	✓	✓	✓	✓		A	✓
Product and Material Samples	A	R	✓	✓		A	R

Legend

✓ = Required

R = Recommended

A = As appropriate to application



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HISTORIC DISTRICT FINAL PROJECT APPROVAL PROCESS

Historic Preservation Staff, and sometimes the Historic District Commission, must approve the final project work. Without that approval, ISD will not close out the building permits and will not issue a Certificate of Occupancy. Please contact Historic Preservation Staff once all of the project work is completed to start the process. On average, the approval process may take a week and may take longer if the Commission needs to review the project work.

It is the owner's responsibility to make sure that the completed work matches the site plans, exterior plans and elevations, details and materials that were approved by the Commission. Any changes to what was approved and any new elements must be submitted to the Commission for review and approval.

If it is determined that the final project work does not match exactly what the Commission approved, or includes new elements that were not approved, the project will be considered to be in violation and the final project approval will not be issued until all of the discrepancies are satisfactorily resolved.

All future work will be put on hold and no new building permits will be issued pending resolution with the Commission. The Commission can require that work be redone to match what was approved. The Commission is also authorized to issue a fine of up to \$300.00 per offense for each day that the violation continues.