

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



Ruthanne Fuller
Mayor

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Barney S. Heath
Director

**APPLICATION FOR LOCAL HISTORIC DISTRICT CERTIFICATE OF
APPROPRIATENESS, NON-APPLICABILITY, OR HARDSHIP**

DATE RECEIVED: _____

PROJECT #: _____

PROJECT ADDRESS: _____

PROJECT INFORMATION

IS THE PROPERTY AND/OR STRUCTURE DESIGNATED (check all that apply):

- LOCAL HISTORIC DISTRICT LOCAL LANDMARK NATIONAL REGISTER SITE

(Depending on how a property is designated, different Newton City Ordinances may apply.)

NAME OF LOCAL HISTORIC DISTRICT: _____

TYPE OF STRUCTURE(S) AFFECTED (Check all that apply):

- HOUSE FENCE GARAGE NON-RESIDENTIAL BUILDING SHED
 SIGN WALL OTHER

IF OTHER, PLEASE DESCRIBE: _____

WHAT YEAR WAS THE STRUCTURE BUILT (IF KNOWN): _____

TYPE OF PROPOSED WORK (Check all that apply):

- ADDITION ALTERATION DEMOLITION NEW CONSTRUCTION REPAIR
 REPLACEMENT OTHER

IF OTHER, PLEASE DESCRIBE: _____

DESCRIBE SCOPE OF WORK:

BRIEFLY DESCRIBE THE HISTORY OF THE PROPERTY (IF KNOWN):

THIS APPLICATION FORM MUST BE ACCOMPANIED BY A GENERAL PERMIT APPLICATION FORM AND BY THE REQUIRED SUBMISSION MATERIALS IDENTIFIED ON THE LOCAL HISTORIC DISTRICT APPLICATION REQUIREMENTS SHEET. INCOMPLETE OR INACCURATE APPLICATIONS WILL NOT BE ACCEPTED.

THE COVER PAGE AND THE INSTRUCTIONS ON THE BACK OF THE APPLICATION FORMS HAVE ADDITIONAL INFORMATION ABOUT THE APPLICATION INTAKE AND REVIEW PROCESS, AND THE HARD COPY REQUIREMENTS.

APPLICATION FOR CERTIFICATE INSTRUCTIONS

APPLICATION SUBMISSION REQUIREMENTS: An application for a Certificate of Appropriateness, Non-Applicability, or Hardship will not be accepted by the Department of Planning and Development (Department) for full review until it is determined to be complete. **Inaccurate information or incomplete applications will delay the review of your project.** The items needed for a complete application submission include:

REQUIRED FORMS: Completed **Application for Local Historic District Certificate of Appropriateness, Non-Applicability, or Hardship** application and **General Permit** Application forms are required. Be sure to fill in all possible fields with complete and accurate information. A complete mailing address and the signature of the owner of the property or the owner's legal representative are mandatory on the General Permit form. Current contact information on the General Permit form ensures that City staff can contact the appropriate people regarding the project.

FEES: There is no fee for this application.

REQUIRED SUBMISSION MATERIALS - SEE LOCAL HISTORIC DISTRICT APPLICATION REQUIREMENTS

SUBMITTALS: The complete application submission must be submitted electronically for full review.

APPLICATION AND REVIEW PROCESS: Upon receipt of a complete application submission, **the Department has 14 days to determine if an application can be administratively approved or if it 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.

The Commission will review the application submission at a public hearing and determine whether the project is appropriate to the district. The Commission's decision shall be rendered within 60 days after receipt of the completed application unless the applicant agrees in writing to continue the review.

Applicants also have the option of submitting for a design review with Staff or a working session to get Commission feedback before moving forward with a complete submission for full review. The hard copy and deadline requirements are the same, but the project information can be more general.

DEVELOPMENT REVIEW TEAM (DRT) MEETING: A DRT meeting is suggested for any application where other land use permits, or reviews may be necessary. During a DRT, City staff from several departments meet with prospective applicants to evaluate new proposals. Many people find these meetings to be an efficient way to learn about issues they may want to address early on to ensure a successful project. After the DRT meeting, you'll be given a checklist for the next step and handouts further explaining the review and approval process.



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GENERAL PERMIT APPLICATION

PROJECT #: _____ ZONING DISTRICT: _____ DATE RECEIVED: _____

PROJECT DESCRIPTION:

PROPERTY LOCATION INFORMATION

STREET ADDRESS: _____ CITY/ZIP: _____

LEGAL DESCRIPTION (SECTION, BLOCK, LOT): _____

PROPERTY OWNER INFORMATION

NAME: _____ PHONE: _____ ALT. PHONE: _____

MAILING ADDRESS: _____ E-MAIL ADDRESS: _____

PROPERTY OWNER CONSENT

I am (we are) the owner(s) of the property subject to this application and I (we) consent as follows:

- 1. This application for a land use permit or administrative approval for development on my (our) property is made with my permission.
- 2. I (we) grant permission for officials and employees of the City of Newton to access my property for the purposes of this application.

X _____ (Property Owner Signature) _____ (Date)

X _____ (Property Owner Signature) _____ (Date)

NOTICE: The City of Newton staff may need access to the subject property during regular business hours and will attempt to contact the applicant/agent prior to any visit. Further, members of a regulatory authority of the city may visit the property as well.

APPLICANT / AGENT INFORMATION

NAME: _____ PHONE: _____ ALT. PHONE: _____

MAILING ADDRESS: _____ E-MAIL ADDRESS: _____

X _____ (Applicant/Agent Signature) _____ (Date)

NOTICE: The applicant/agent is the primary contact and may be any individual representing the establishment or property owner. The applicant/agent must also be legally authorized to make decisions on behalf of the Property Owner(s) in regards to the application.

----- OFFICE USE ONLY BELOW THIS LINE -----

CHECK APPROPRIATE PERMIT OR REVIEW PROCESS (CHECK ALL BEING SUBMITTED)

<input type="checkbox"/>	Zoning Review Application	<input type="checkbox"/>	Comprehensive Permit
<input type="checkbox"/>	Administrative Site Plan Review	<input type="checkbox"/>	Variance Application
<input type="checkbox"/>	Sign Permit	<input type="checkbox"/>	Historic Preservation Review
<input type="checkbox"/>	Special Permit/Site Plan Approval	<input type="checkbox"/>	Conservation Commission Review
<input type="checkbox"/>	Fence Appeal	<input type="checkbox"/>	Other, describe _____

Comments: _____

PERMIT INTAKE INITIALS AND DATE STAMP

NOTE: This form MUST accompany all other Department of Planning and Development applications.

To Be Completed By Applicant

GENERAL PERMIT APPLICATION INSTRUCTIONS

LAND USE PERMITTING CHECKLIST (City staff, check all that apply)

In most instances, any development or land disturbance activity within the City of Newton will require some type of review and approval from the Planning Department and one of the City's regulatory authorities. In all cases, this General Permit Application must accompany all land use permitting applications. A checklist of permit forms, by regulatory authority, is provided below:

Administrative

- Administrative Site Plan
- Review of Accessory Apartment
- Wireless Facility

Conservation Commission

- Request for Determination of Applicability
- Notice of Intent
- Abbreviated Notice of Resource Area Delineation

Historic Commission(s)

- Demolition Delay
- Historic District
- Landmark/Preservation Restriction

Land Use Committee

- Amendment to Special Permit/Site Plan
- Extension of Nonconforming Use or Building
- Site Plan Only
- Special Permit/Site Plan

Urban Design Commission

- Fence Appeal
- Sign Permit

Zoning Board of Appeals

- Appeals of the ISD Commissioner
- Comprehensive Permit
- Variance Application

NOTE: The Planning Department has many handouts that provide useful information regarding each of the permitting processes above. Petitioners should also be aware that approvals from other City or State agencies may be necessary as well.

APPLICATION COMPONENTS

For each permit application, the submission of inaccurate information or an incomplete application may delay the review and approval process for said permit. The items needed for a complete application will vary by permitting process, but generally include:

FORMS: A completed General Application and the project-specific permit application form. The signature of the Property Owner (or the Owner's legal representative) and the Applicant/Agent are **mandatory** on the General Permit Application.

FEES: To process any land use permit application, it must be submitted with the appropriate fee. The permit fee will vary by permitting process. All fees are subject to change, please contact the Department of Planning to verify the current fee.

SUBMITTALS: Each permit should also be accompanied by the necessary supporting documentation. The items needed to explain a project may vary, please refer to the permit application for the typical documents submitted for each permit application or contact a city planner. All applications should be submitted in hard and digital formats.

SUBMITTING THE APPLICATION

Bring the complete application to the Planning Department (at Inspectional Services customer service counter), on the second floor of City Hall at 1000 Commonwealth Avenue. A planner will review the application, answer any questions you may have and explain the next step of the permitting process.

If you have questions about an application or application process, please call the Department of Planning at (617) 796-1120 or visit the Planning Department, Monday-Friday: 8:30 a.m. to 5:00 p.m., and Tuesday 8:30 a.m. to 8:00 p.m.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.



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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.