

Project #: _____

Date Received: _____



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Department of Planning and Development
Barney Heath, Director

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Local Landmark Review
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
NON-APPLICABILITY OR HARDSHIP

The property you own at the address below has been designated a local landmark. As specified in Newton City Ordinances Section 22-95(a), a Certificate is required before obtaining a building permit or before proceeding with construction projects affecting the exterior of the property. Fill in the following information where applicable and submit to the Preservation Planner in the Planning and Development Department, Newton City Hall.

I. ADDRESS _____

II. Applicant's Name _____

Address _____ Phone # _____

Property Owner (if different) _____

Address _____ Phone # _____

Architect _____

Address _____ Phone # _____

Contractor _____

Address _____ Phone # _____

III. TYPE OF STRUCTURE (Please circle all that apply):

House Garage Shed Wall Fence Sign

Non-Residential Building Other

PROPOSED WORK (Please circle all that apply):

New Construction Demolition Addition Alteration

Replacement Repair Other

IV. DESCRIPTION OF WORK: (Statement of scope of work with specific information about materials, style, extent of work, etc. and referencing plans and photographs if appropriate. Use additional pages if necessary)

V. SUGGESTED DOCUMENTATION

- Photographs (Both subject property and streetscapes) Site Plan
- Assessor's Map locating property Sketches
- Building plans, elevations, and sections
- Product/Material information – literature and specifications, brochures, photographs
- Historical Information (architectural plans, photos, maps, etc.)

VI. SIGNATURE

Owner or Authorized Agent _____

Applicants Please Take Note:

- 1) An approved Certificate shall expire **one year** from the time of issuance unless otherwise extended by the Commission.
- 2) Should the plans approved under this certificate be changed for any reason, including, but not limited to, the issuance of other permits such as Building permits, Special Permits, Street Opening Permits, and Utility Connection permits, the Commission shall be notified and a new plan presented for review prior to the commencement of construction.
- 4) Please notify the Commission upon completion of the changes included in this Certificate.

FOR COMMISSION USE ONLY

Date Completed Application Received _____

Date Notice Sent _____

Date of Hearing/Meeting _____

Date of Decision _____

ACTION: **Accepted** _____ **Denied** _____

Reason for Action: _____

TYPE OF CERTIFICATE ISSUED

Appropriateness

Non-Applicability

Hardship

Chairman or Secretary

Conditions: _____