

# 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, 2020.

**Applicants must submit hard copies of the complete application with all the required forms and submission materials identified on the Local Historic District Application Requirements.**

Applicants must submit an electronic version or a hard copy for Staff review to determine if the application is complete and whether it can be administratively approved or needs to go the Commission for review.

**One hard copy of the complete application forms and submission materials is required for administrative approval.**

**If the project needs to go to the Commission for review, hard copies of the complete application forms and submission materials must be submitted by 5 p.m. on the deadline date; incomplete applications will not be accepted. The Auburndale, Chestnut Hill, and Newtonville Commissions require three hard copies; the Newton Upper Falls Commission requires six hard copies.**

Please note that **hard copies cannot be larger than 11x17"** and drawings (including text) must be at a scale that is legible on the printouts. Sometimes the Commissions will require additional information and details because of the scope or complexity of the proposed project.

Applicants can also submit for working sessions to get Commission feedback before moving forward with a complete package for full review. The number of hard copies and the deadlines are the same as for a full Commission review, but the project information can be more general.

Hard copies of the following documents are available at the ISD Counter in City Hall. They are also available on the City website:

Application forms: <http://www.newtonma.gov/civicax/filebank/documents/87746>

Amendment form: <http://www.newtonma.gov/civicax/filebank/documents/86801>

Local Historic District Application Requirements:  
<http://www.newtonma.gov/civicax/filebank/documents/100872>

Commission meeting dates and deadlines (see next page):  
<http://www.newtonma.gov/gov/planning/histpres/agenin/default.asp>

For additional information, contact Barbara Kurze, Senior Preservation Planner at 617-796-1129 or [bkurze@newtonma.gov](mailto:bkurze@newtonma.gov).

# Historic District Commission Meeting Dates and Deadlines

<b>Auburndale Historic District</b> Room 205                      7:00pm		<b>Chestnut Hill Historic District</b> Room 205                      7:00pm	
<b>Meeting</b>	<b>Deadline</b>	<b>Meeting</b>	<b>Deadline</b>
January 14	December 30	January 16	January 2
February 11	January 27	February 20	February 5
March 10	February 24	March 19	March 4
April 21	April 6	April 23	April 8
May 12	April 27	May 21	May 6
June 9	May 26	June 18	June 3
July 14	June 29	July 16	July 1
August 11	July 27	August 20	August 5
September 8	August 24	September 17	September 2
October 13	September 28	October 15	September 30
November 10	October 26	November 19	November 4
December 8	November 23	December 17	December 2
<b>Newton Upper Falls Historic District</b> Room 205                      7:00pm		<b>Newtonville Historic District</b> Room 205                      7:30pm	
<b>Meeting</b>	<b>Deadline</b>	<b>Meeting</b>	<b>Deadline</b>
January 9	December 25	January 2	December 18
February 13	January 29	February 6	January 22
March 12	February 26	March 5	February 19
April 7	March 23	April 2	March 18
May 14	April 29	May 7	April 22
June 11	May 27	June 4	May 20
July 9	June 24	July 2	June 17
August 13	July 29	August 6	July 22
September 10	August 26	September 3	August 19
October 8	September 23	October 1	September 16
November 12	October 28	November 5	October 21
December 15	November 30	December 3	November 18

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
<b>Application</b>							
Application for Local Historic District Certificate of Appropriateness, Non-Applicability Hardship	✓	✓	✓	✓	✓	✓	✓
General Permit Application	✓	✓	✓	✓	✓	✓	✓
Property Location on Assessor's Database Map	✓	✓	✓	✓	✓	✓	✓
<b>Detailed Project Description</b>	A	A	✓	✓	✓	A	A
<b>Site Information</b>							
Site Plan			✓	✓			✓
Property Survey (topography, spot elevations, plantings)			✓	✓			✓
Landscape Plan (individual hardscape, grading and planting plans as appropriate to project scope)			A	✓			✓
<b>Existing Conditions Information</b>							
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
<b>Architectural Information</b>							
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			✓	✓	✓		
<b>Specifications</b>							
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

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**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 MATERIALS:**

1. Property location on the Assessor's database map.
2. Detailed project description.
3. Massachusetts Historical Commission (MHC) Form B available at [mhc-macris.net](http://mhc-macris.net).
4. Site information, existing conditions information, architectural information, and specifications as identified on the Local Historic District Application Requirements.
5. Commissions may require additional information and details because of the scope or complexity of a proposed project.

**SUBMITTALS:** The complete application submission must be submitted in hard copy for full review. Plans must not exceed 11" x 17" and must be dated, clearly labeled, and at a scale that is legible.

One hard copy is required for applications that can be administratively approved. Applications that must be reviewed by the Commissions require additional hard copies. **The Auburndale, Chestnut Hill, and Newtonville Commissions require three hard copies; the Newton Upper Falls Commission requires six hard copies.**

Applicants must submit an electronic version or a hard copy for Staff to review to determine if the application is complete and whether it can be administratively approved or needs to go to a Commission meeting for review.

**APPLICATION AND REVIEW PROCESS:** Upon receipt of a complete application submission, the Department will 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 required number of hard copies of the complete application submission must be submitted by 5 p.m. on the deadline date. Incomplete applications will not be accepted.** The Auburndale, Chestnut Hill, and Newtonville Commissions require three hard copies; the Newton Upper Falls Commission requires six hard copies. There is no fee for the application or the review.

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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Barney Heath  
Director

**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.**