



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Department of Planning and Development
1000 Commonwealth Avenue Newton, Massachusetts 02459

Telephone
(617) 796-1120
Telefax
(617) 796-1086
www.newtonma.gov

Barney Heath
Director

REQUEST FOR PRESERVATION RESTRICTION REVIEW

DATE RECEIVED: _____

PROJECT #: _____

PROJECT ADDRESS: _____

PROJECT INFORMATION

DESCRIBE TERMS OF PRESERVATION RESTRICTION, IF KNOWN BELOW:

IS THE RESOURCE 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.)

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

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

IF OTHER, PLEASE DESCRIBE: _____

HOW OLD IS THE HISTORIC RESOURCE: _____

TYPE OF PROPOSED WORK (Check all that apply):

- ADDITION ALTERATION DEMOLITION NEW CONSTRUCTION REPAIR
 REPLACEMENT OTHER LANDSCAPE

IF OTHER, PLEASE DESCRIBE: _____

DESCRIBE SCOPE OF WORK BELOW:

BRIEFLY DESCRIBE THE HISTORY OF THE PROPERTY BELOW:

THE APPLICATION SHOULD INCLUDE THE FOLLOWING INFORMATION:

SUBMITTAL CHECKLIST (Check all being submitted)					
	Proposed Building / Elevation Plans		Photographs of Existing Façade and Street		Assessor's Map or Site Plan
	Building Product / Material Information		Photographs of Neighborhood		Structural Assessment (For demolitions only)

(All plans **MUST** be dated, drawn to scale, and clearly labeled. An inaccurate or incomplete application will **NOT** be accepted. Please review the reverse of this form for additional information.)

NOTE: This Application MUST be accompanied by a General Permit Application.

REQUEST FOR PRESERVATION RESTRICTION REVIEW INSTRUCTIONS

DEVELOPMENT REVIEW TEAM MEETING: A Development Review Team (DRT) meeting is suggested for any request 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.

APPLICATION SUBMISSION REQUIREMENTS: An application for a Request for Preservation Restriction Review will be accepted by the Department of Planning and Development (Department) when it is determined to be complete. At time of intake, the Department will determine whether a review is necessary. **Inaccurate information or incomplete applications will delay the review of your project.** The items needed for a complete application include:

FORMS: A completed General Permit Application and Request for Preservation Restriction Review application. The signature of the Owner of the property (or the Owner's legal representative) and the Applicant/Agent is mandatory on the General Permit Application. Please provide current contact information on the General Permit Application form to ensure City staff is able to contact the appropriate people regarding the project. On the application, be sure to fill in all possible fields with accurate information.

FEES: There is no fee for this application.

PROJECT DESCRIPTION: A detailed letter or narrative describing the project should include:

1. The historic and architectural value and significance of the site, building or structure, landscape; the general design, arrangement, texture, material and the features involved; and the relation of such features to similar features of buildings and structures in the surrounding area.
2. In the case of new construction or additions to existing buildings or structures, information considering the appropriateness of size and shape of the building or structure both in relation to the site and structures in the vicinity shall be provided.
3. Explanation of how the proposed construction activities affect the building, structural feature or landscape protected by a preservation restriction.
4. Information explaining whether the proposed work is connected to a building, structure or exterior architectural feature damaged or destroyed by fire, storm or other disaster.
5. In cases of demolition, information noting the condition of the building and its possible reuse should be provided.

SUBMITTALS: Each application **must** be accompanied by copies of the suggested project filing materials identified on the front page of this form. Any plans that are submitted as part of an application should be dated, drawn to scale, clearly labeled, and not exceed 11" x 17," except as requested by the Department.

DOCUMENT FORMAT: All information submitted as part of an application shall be submitted in the following format:

1. One (1) hard copy of the complete application packet, including completed forms; or
2. Submit the application electronically by emailing the complete application packet to the Preservation Planner. All documents **must** be consolidated into one .pdf. **Applications that are electronically submitted must be received by 5 p.m. on the application deadline date.** It is the responsibility of the petitioner to confirm all electronic submittals have been received.

APPLICATION REVIEW PROCESS: The Department, upon receipt of a complete application packet, shall determine whether the project for which the review has been requested is historically significant and, whether or not further review by the Newton Historical Commission (Commission) is required. If further review by the Commission is required, the Department shall schedule the application for a public hearing before the Commission.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.



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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.