

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