

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: <https://www.newtonma.gov/home/showpublisheddocument?id=33751>

Amendment form: <https://www.newtonma.gov/home/showpublisheddocument?id=33749>

Commission meeting dates and deadlines (see next page)

For additional information, contact Barbara Kurze, Senior Preservation Planner at 617-796-1129 or bkurze@newtonma.gov.

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



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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.