



# Town of Sudbury

## Historic Districts Commission

Flynn Building  
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HistoricDistricts@sudbury.ma.us

www.sudbury.ma.us/historicdistricts

Application for: \_\_\_\_\_ CERTIFICATE OF APPROPRIATENESS  
\_\_\_\_\_ PERMIT FOR DEMOLITION OR REMOVAL

Date: \_\_\_\_\_

Pursuant to Section 7 of Chapter 40 of the Acts and Resolves of Massachusetts, 1963, application is hereby made for issuance of: a Certificate of Appropriateness for Construction ( ) Reconstruction ( ) Alteration ( ) Painting ( ) of a building or structure, or Addition to ( ) or Rearrangement of ( ) landscaping; or a Permit for Demolition ( ) or Removal ( ) at the location and as described below.

Location of Property: \_\_\_\_\_

Description of Work Proposed:

### APPLICANT INFORMATION

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### OWNER INFORMATION (if different from above)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Date Application Received: \_\_\_\_\_ By Whom: \_\_\_\_\_

Fee Received: \_\_\_\_\_ Case #: \_\_\_\_\_

## APPLICATION PROCESS DETAILS

- Applications for new construction and additions often require more than one hearing. Please be sure to plan accordingly.
- For specific construction requirements, please refer to the Historic Districts Commission General and Specific Guidelines found on the Historic Districts Commission's homepage on the Town of Sudbury website under "Documents".
- Please See "FAQs" #7 (found on the Historic Districts Commission's homepage on the Town of Sudbury website) for more information regarding the application process.

## REQUIRED APPLICATION MATERIALS

When filing your application, please be sure all relevant information listed below is submitted. Insufficient information can delay the application process. When necessary, plans should be submitted on 11" x 17" paper for readability.

1. For new construction or additions, scaled drawings of exterior elevations of the existing and proposed conditions showing all exterior features accurately and completely.
2. Photographs showing existing conditions (hard copies only). Photographs should show primary structures (e.g., house) in relation to the changes being proposed. Photographs should be from different angles. For new construction, photographs of the construction site should be included.
3. Complete product specifications (manufacturer, model, measurements, color, materials, etc.) for windows, doors, lights (exterior), paint, etc.
4. Plot Plans for new construction or additions.
5. Completed Checklist for Application Details (please see attached sheet).

Please submit six (6) copies of this application form and all supporting materials. A public hearing will generally be scheduled within four (4) weeks from the time of receipt of the application materials.

For a complete schedule of public hearings and submission deadlines, please visit the Historic Districts Commission's homepage on the Town of Sudbury website. Supplemental application materials must be delivered to the Historic Districts Commission Office no later than one week prior to a scheduled meeting to allow time for review.

Applications for Certificates of Appropriateness/Permits for Demolition or Removal should be accompanied with cash or a check made payable to the Town of Sudbury for \$25.00.

Any changes in the physical characteristics of the lot, such as changes of grades, removal of trees, and/or shrubbery necessitated by action of the Board of Health, or for any other reason, shall be referred back to the Historic Districts Commission before construction takes place.

CHECKLIST FOR APPLICATION DETAILS

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Site Work	Description
Square Footage	
Height/Elevation	
Siding	
Windows: Light Configuration, Storms, SDL, TDL, Make, Model	
Doors/Storm Doors	
Chimney Masonry	
Porches, Railings, Columns	
Roof: Material, Color	
Exterior Lighting	
Gutters/Downspouts	
Paint: Make, Color, Sample	
Foundation	
Driveway(s) or Walkway(s)	
Fences/Walls	
Trees to be Removed	