

Flynn Building 278 Old Sudbury Road Sudbury, MA 01776 978-639-3387 Fax: 978-639-3314

www.sudbury.ma.us/historicdistricts

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS PERMIT OR DEMOLITION

## APPLICATION PROCESS DETAILS

- Applications for new construction and additions often require more than one (1) public 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.

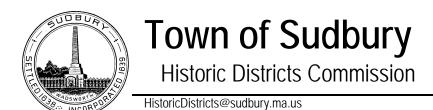
- 1. For new construction or additions, scaled drawings of exterior elevations of the existing and proposed conditions showing all exterior features accurately and completely.
- 2. Photographs showing existing conditions. Photographs should show primary structures (e.g., house) in relation to the changes 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 the table above).

Please submit three (3) hard copies of the application form and all supporting materials, as well as a PDF with all the application materials combined together. A public hearing will generally be scheduled within four (4) weeks from the time of receipt of the completed application materials.

For a complete schedule of public hearing dates 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 Planning and Community Development Department no later than one (1) week prior to a scheduled meeting to allow time for review.

You will be billed at a later time after you submit your application materials for the cost of running a public hearing notice in the local newspaper. When the time comes to submit this payment, please prepare a check payable to the "Town of Sudbury" to cover this cost.

Any modifications 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.



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

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APPLICATION FOR: CERTIFICATE OF APPROPRIATENESS PERMIT FOR DEMOLITION OR REMOVAL
Date:
Please mark one of the following: Pursuant to Sections 7 and 8 of Chapter 40 of the Acts and Resolves of Massachusetts, 1963, this 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 () for the project at the subject location and as described below.
Property Address & Parcel Number:
Description of Proposed Work:
APPLICANT INFORMATION
Name:
Signature:
Address:
Phone: Email:
OWNER INFORMATION (if different from above)
Name:
Signature:
Address:
Phone: Email:
Date Application Received: By Whom:

## 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			
Signage			