



# PETERSHAM HISTORIC DISTRICT COMMISSION

3 South Main Street • P. O. Box 486 • Petersham, MA 01366-0486  
978/724-3353 tel. • 978/724-3501 fax

## Application for:

**CERTIFICATE OF APPROPRIATENESS**

**PERMIT FOR DEMOLITION OR REMOVAL** Date: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Owner: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

For property located at: \_\_\_\_\_

Petersham parcel number: \_\_\_\_\_

Building or Structure     Sign or Billboard     Other: \_\_\_\_\_

Describe project completely: *(Attach separate sheets as necessary)*

Pursuant to Chapter 211 of the Acts of 1966,

Massachusetts General Laws Chapter 40C and Article XII of the By-laws of the Town of Petersham:

Any person who desires to erect, build, construct, reconstruct, restore, alter, move, demolish, remove or change an exterior architectural feature for which a Certificate of Appropriateness is required of any building or structure within the Historic District, or to erect within the Historic District a building, structure or sign for which a Certificate of Appropriateness is required, shall file with the Historic District Commission an application for a Certificate of Appropriateness or an Application for a Permit for Demolition or Removal, as the case may be, together with such plans, elevations, specifications, material and other information, as shall be deemed necessary by the Commission to enable it to make a determination on the application.

1. Attach all plans, specifications, descriptions, and any other material (including photographs).
2. Within fourteen (14) days after filing this application, the Historic District Commission will make a determination whether any external architectural features subject to approval are involved.
3. Should the Commission determine that no external architectural features subject to approval are involved; the Commission will issue a Certificate to that effect.
4. Should the Commission determine that external architectural features subject to approval are involved; the Commission shall hold a Public Hearing on the Application.
5. Following the Public Hearing and within forty-five (45) days after filing this application, the Commission shall make a determination of the Application.



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## APPLICATION FOR A CERTIFICATE OR PERMIT

*(Continued)*

In passing on appropriateness, the Commission shall consider, among other things, the historic value and significance of the site, building, or structure, the general design, arrangement, texture, material and color of the features involved, and the relation of such factors to similar factors of sites, buildings and structures in the immediate surroundings. The Commission shall consider the appropriateness of the size and shape of the building or structure in relation to the land area upon which the building or structure is situated and to the neighboring sites, buildings, or structures within the district. The Commission shall also consider the applicable zoning and other By-laws of the town.

Architect: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Photographs       Plans, elevations, and sections       Illustrations       Material samples

Sketch or Drawing       Site or Plot Plan       Material specifications and information

Other: \_\_\_\_\_

- ◆ Contact the Historic District Commission before you file this Application. The Commission can help you with your project by describing work that requires a Certificate or Permit, whether you need to apply, the type of work that is likely to be approved, and other helpful information.
- ◆ Describe the work as completely as possible.
- ◆ For minor alterations, please submit a sketch or drawing to scale showing the location.
- ◆ For all new construction including additions, please submit views drawn to scale of all visible exterior elevations, applicable floor plans, explanatory notes, sections, and details of architectural features including trim, doors, and windows. Include a plot plan showing existing structures and the location of the proposed construction.
- ◆ For signs, please submit a scale drawing of the proposed design, representation of lettering style, description of material to be used, sketch or drawing of the location on a building, and a plot plan for free standing signs showing the location in relation to other structures.
- ◆ Photographs of existing conditions are very helpful.
- ◆ Include any additional drawings, diagrams, product samples, information, and photographs.

**The Historic District Commission shall charge the Applicant for all reasonable fees necessary to render an informed decision, including, but not limited to: consulting fees, stenographic fees, production and reproduction fees. The Applicant will be notified in writing of the same (including the approximate costs involved) not later than one week prior to any Public Hearing. All funds will be held in escrow and shall be duly accounted for. Deliver this Application to the Historic District Commission.**

A Certificate is required before all other applicable Town permits can be issued. Beginning work prior to receiving an HDC Certificate can cause the project to be stopped.

*Applicant's Signature* \_\_\_\_\_ *Owner's Signature* \_\_\_\_\_



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**Project Description** (*continued as needed from page 1*):