

Application Requirements

Certificates of Appropriateness

Complete Submission

A complete submission includes one (1) original **plus five (5) copies** of each of the following:

- Application signed by the property owner
- Documentation (see below)
- Exhibits (see below)

Please note that Documentation or Exhibits must be no larger than 11” x 17” and must include:

- Site Plan showing *as built* and *proposed construction*
- Architectural Plans with detailed elevations for large projects, such as new construction; or Drawings and Specifications for small projects
- Vendor Brochures if applicable for windows, doors, lighting or other details
- Photographs
Only one (1) set of photographs is required. A “set” is all four aspects (front, rear and both sides) of existing structures and clearly showing the work site and its context. Photographs must be submitted as part of the project file and cannot be returned.

Certificates of Non-Applicability

Complete Submission

A complete submission includes one (1) original of the application signed by the property owner **plus one (1) copy** of the application.

Please note that some projects may require a photo of existing conditions, and a photo of the finished project. For example, to obtain approval to rebuild a chimney, a photo of the existing chimney must be submitted with the application. A second photo showing the rebuilt chimney must be submitted when the project is finished.

Please contact the Administrator at 781.741.1492 if you have any questions.



TOWN OF HINGHAM

210 CENTRAL STREET · HINGHAM, MASSACHUSETTS 02043

HISTORIC DISTRICTS COMMISSION

Application for Certificate

INSTRUCTIONS: Please type or print. Submit application and exhibits in three complete sets. Add sheets as necessary.

Check type of Certificate applied for:

- CERTIFICATE OF APPROPRIATENESS for work as described and exhibits filed.
- CERTIFICATE OF NON-APPLICABILITY for the following reasons:
 - Not visible from any public street, way, place or body of water.
 - Reconstruction similar to original following fire or other disaster.
 - Maintenance, repair or replacement, using same design, materials, colors.
 - Change of colors to colors on approved roster.
 - Proposed work, design, materials and colors according to approved guidelines.
 - No architectural features involved.
 - Other
- CERTIFICATE OF HARDSHIP, financial or otherwise described herein and not a substantial derogation from intent and purposes of law.

LOCATION of work _____ Historic District _____

OWNER _____ Telephone _____

Address _____

ARCHITECT or DESIGNER _____ Telephone _____

Address _____ Mass. Registration No. _____

ENGINEER _____ Telephone _____

Address _____ Mass. Registration No. _____

CONTRACTOR _____ Telephone _____

Address _____ License No. _____

DESCRIPTION OF PROPOSED WORK: If required, A PLOT PLAN, at 1"=80'-0", may be obtained from the Assessors' Office.

LIST EXHIBITS: Drawings, specifications, photographs, materials and colors attached to application.

Inspection of the premises is hereby authorized.

Date

Owner's Signature