



Hingham Historic Districts Commission

Town Hall, 210 Central Street, Hingham, Massachusetts 02043

Application Requirements

Certificates of Appropriateness

Complete Submission

A complete submission includes **one (1) original plus ten (10) copies** of each of the following:

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

Documentation or Exhibits submitted to the Commission must be no larger than 11" x 17" and must include:

- **Site Plan** showing *existing* and *proposed construction*. A graphic scale is required.
- **Architectural Plans** and detailed elevations for large projects, such as new construction; or drawings and specifications for small projects. All drawings must be dimensioned with graphic scales. NOTE: The Commission may require large scale details and or profiles for certain elements (i.e. the junction of the roof and cornice with gutter). These details must have graphic scales.
- **Differentiation of existing and proposed construction**
- **Vendor Brochures** for windows, doors, lighting or other details
- **Photographs** NOTE: Only one (1) set of photographs is required. A "set" is all four aspects (front, rear and both sides) of existing structures 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 (Maintenance and Repair)

Complete Submission

- Original application signed by the property owner, plus
- Two (2) additional copies of the application.

NOTE: 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.

Questions? Please contact the Administrator at 781.741.1492.



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