



Framingham Historic District Commission

Application for Certificate of Appropriateness

Introduction

The Framingham Historic District Commission (HDC) is a volunteer board of town residents appointed by the Board of Selectmen to implement the Framingham Historic District Bylaw (General Laws, Chapter 40C). Copies of the Historic District Bylaw can be found in the office of the Town Clerk at the Memorial Building, 150 Concord Street, or online at www.framinghamma.gov under Government - About Town Government - Town Bylaws - Article VII, Section 5, Page VII-35. The HDC members include at least one resident of an historic district and its members' areas of expertise include architecture, law, real estate, and historic preservation.

The mission of the HDC is to ensure that the character of the historic districts in Framingham is preserved and protected. Under Massachusetts law, the HDC must issue a **Certificate of Appropriateness** before any **external alterations** or new construction visible from a public way or place can be made to any building, structure or sign. The HDC has purview over new construction and exterior renovations to buildings and structures within an historic district.

An '**external alteration**' is a change to the architectural features of any structure, including but not limited to, additions, exterior renovations, material changes, and added features such as free-standing or wall-mounted signs. A '**building**' is defined as a combination of materials having a roof and forming a shelter for persons, animals or property. A '**structure**' is a combination of materials, other than a building or sign, such as a fence, wall, (path, driveway or patio). Please note that if any portion of a building or structure is within an historic district, then the whole building or structure is deemed to be in the district.

The HDC considers the following key points when considering an application for a **Certificate of Appropriateness**:

- The historical and cultural value and significance of the building or structure.
- The protection and preservation of the architectural character of the original structure.
- The design, arrangement, texture, and material of the features involved, and the relationship of these elements to similar elements in the immediate surroundings.
- The size and shape of the building or structure in relation to the site and neighboring sites or buildings in the district.
- The applicable zoning and other bylaws of the Town of Framingham.

Decisions are made on a case by case basis as any given application will have its own unique set of circumstances that must be carefully considered. The HDC recommends that applicants familiarize themselves with Framingham's Historic District Bylaw as well as applicable Building Department and Zoning bylaws prior to commencing the process of exterior alterations to their property.

Application Process

It is the responsibility of property owners in an historic district to keep the Historic District Commission (HDC) informed about planned exterior changes to their properties. Property owners initiate this communication by completing the appropriate forms as described below, available on the HDC website or via the Framingham Building Department.

Ordinary Repairs, or Construction which is not Visible from a Public Way

Property owners in an historic district undertaking ordinary repairs, replacements or maintenance that does not involve a change in exterior appearance (same design and materials), or whose proposed projects are not visible from a public way, should complete the “Notice of Ordinary Repair” and return it to the Building Department. A site visit will be promptly made by a representative of the HDC to confirm that the proposed work is not within the purview of the HDC and the Notice returned to the Building Department to proceed with the permitting process. Other exclusions from HDC purview are listed in MGL 40C, Section 9 and Framingham Town Bylaw, Article VII, Section 5.6. If the site visit concludes that the project requires further HDC review, the property owner shall proceed with the process outlined below.

Projects Requiring HDC Review

All proposed projects that are visible from a public way and are not ordinary repairs (as outlined above), are within the HDC purview and require HDC review. The applicant initiates the review process by submitting to the office of the Town Clerk:

- a completed Certificate of Appropriateness (COA) application form (two copies);
- supporting documents as detailed in the COA application form (two copies).

The HDC typically conducts hearings to review applications at the next regularly scheduled meeting following the application submission (allow at least two weeks notice). The property owner must be at this hearing unless otherwise approved by the Chairman of the Commission.

At this hearing, if a question remains whether the proposed work falls outside the Commission’s purview, the Commission will first resolve this issue and, if it is so determined, will issue a Certificate of Non-applicability.

If the project is within the Commission’s purview, the Commission will, at the same hearing, review the project according to the standards established in the enabling statute and bylaw. Assuming adequate supporting illustrations and documentation are provided, the HDC ordinarily renders a decision at the conclusion of the hearing.

A Certificate of Appropriateness is valid for six months from the date of issue, and is specific to the project and owner cited on the COA application.

NOTICE of ORDINARY REPAIR

Date: _____

Homeowners within historic districts undertaking ordinary maintenance, replacement or repairs (same design and appearance), or whose projects are not viewable from a public way, shall file this Notice with the Town Building Department, which will promptly ask the HDC to determine if a Certificate of Appropriateness application needs to be filed.

Property Address: _____

Property Owner: _____

Owner Phone : _____

Owner Email: _____

Describe Repairs or Project and basis for exclusion from HDC purview:
(attach hand drawing of repair/project, photos, etc., as appropriate)

Person Completing Notice: _____

Relationship to Homeowner (contractor, agent, other): _____

Contact Phone: _____

(For Town Use Only)

I have visited the site and confirm that the project is an ordinary repair or replacement (same design, materials, profiles and appearance), or is not viewable from a public way.

Historic District Commission Representative

Town of Framingham

Historic District Commission

150 Concord Street

Framingham, MA 01702

Application for Certificate of Appropriateness

FOR OFFICE USE ONLY	
Case Number:	Public Hearing Date:
Submittal Date:	Determination Date:
HDC Jurisdiction (yes or no):	Application Fee:

1. **PROPERTY ADDRESS:** _____

Year Constructed: _____ Year Purchased by Owner: _____

2. **PROPERTY OWNER (Applicant):** _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

3. **PROPERTY OWNER'S REPRESENTATIVE:** _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

4. **NATURE OF PROPOSED WORK: (check all that apply)**

NOTE: Describe your proposed work as simply and accurately as possible on a separate sheet of paper to be attached to the application when submitted.

<input type="checkbox"/> New Construction	<input type="checkbox"/> Sign
<input type="checkbox"/> Demolition	<input type="checkbox"/> Parking Area
<input type="checkbox"/> Repairs	<input type="checkbox"/> Fence or Wall
<input type="checkbox"/> Alteration	<input type="checkbox"/> Terrace, Walkway, Driveway
<input type="checkbox"/> Building Relocation	<input type="checkbox"/> Exterior Lighting
<input type="checkbox"/> Roofing	<input type="checkbox"/> Other (please specify)

5. **PROJECTED PROJECT START DATE:** _____

6. **REQUIRED PROJECT DOCUMENTS**

Provide **two copies** of all of the following items. All drawings should be drawn to scale with **dimensions** noted and **all materials** clearly labeled.

REQUIRED DRAWINGS / DETAILS
<input type="checkbox"/> Plot Plan , clearly indicating extent of proposed changes
<input type="checkbox"/> Photos of existing building(s) and/or structure(s) showing all facades
<input type="checkbox"/> Proposed Materials , please label on drawings or otherwise list in full
<input type="checkbox"/> Plans and Elevations , showing all applicable items below: Floor Plans Front, Rear and Side Elevations Eaves / Cornices Windows / Doors Trim Details Step / Railing Details Fence / Wall / Details

REQUIRED SIGN DETAILS
<input type="checkbox"/> Sign Rendering , showing accurate dimensions/graphics and clearly showing the sign and how it will be erected in its proposed location
<input type="checkbox"/> Color Samples and Materials Specifications (include posts and brackets)
<input type="checkbox"/> Photograph of building which sign is identifying
<input type="checkbox"/> Proposed Sign Lighting

MANUFACTURER'S PRODUCT SPEC SHEETS (for hearing only)
<input type="checkbox"/> Doors
<input type="checkbox"/> Windows (must indicate whether windows have true divide lights, simulated divided lights or removable grills)
<input type="checkbox"/> Siding and Trim (vinyl and aluminum not permitted)
<input type="checkbox"/> Roofing
<input type="checkbox"/> Exterior Lighting

IMPORTANT:

This application and associated documents must be completed **before** the Historic District Commission can consider the approval of any construction, alteration, or demolition of buildings or structures within the Historic District. An incomplete application may delay approval.

Two (2) copies of this application and **two (2) copies** of all supporting documents must be filed with the Town Clerk's office at 150 Concord Street. Only one copy with original photographs is required. The second copy may include black and white photocopies. The Owner or his or her HDC approved representative **must be present** at the HDC meeting. The Owner will be notified of the time, date and location of the meeting. Meetings are usually held the first Tuesday of the month at 7:30pm at the Memorial Building.

APPLICATION FEE: \$50.00 (payable to *Town of Framingham*) required with application.

Date: _____ Signature of Owner: _____

Date: _____ Signature of Applicant: _____