

CITY OF FRAMINGHAM  
FRAMINGHAM HISTORIC DISTRICT COMMISSION

150 CONCORD STREET - MEMORIAL BUILDING - ROOM 121  
FRAMINGHAM, MA 01702-8325

[HISTORICPRESERVATION@FRAMINGHAMMA.GOV](mailto:HISTORICPRESERVATION@FRAMINGHAMMA.GOV)  
508-532-5455

**Application for Historic District Commission Review**

*For a list of properties in Framingham's local historic districts, visit [FraminghamMA.gov/HDC](http://FraminghamMA.gov/HDC)*

Under the City of Framingham General Ordinance, Article VII, Section 5, for properties in a local historic district, a certificate from the Historic District Commission is required before obtaining any building permit or before proceeding with construction projects affecting the exterior of the property. Submission of this application will begin the process of review for a Certificate of Appropriateness, Non-Applicability, or Hardship, which will be issued by the Historic District Commission as applicable.

**Submit this original application to:** Planning & Community Development Department,  
150 Concord Street, Room 121, Framingham, MA 01702

**AND a PDF version to:** [HistoricPreservation@FraminghamMA.gov](mailto:HistoricPreservation@FraminghamMA.gov)

**Application fee:** \$50 check payable to the *City of Framingham* required with application.

**I. Property Address:** \_\_\_\_\_

**Historic District:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

\_\_\_\_\_

**Property Owner (if different):** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

\_\_\_\_\_

**Signature of Property Owner:** \_\_\_\_\_

**II. Type of Structure:**

- |                                 |                               |                                |  |
|---------------------------------|-------------------------------|--------------------------------|--|
| <input type="checkbox"/> House  | <input type="checkbox"/> Shed | <input type="checkbox"/> Fence | <input type="checkbox"/> Non-Residential |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Wall | <input type="checkbox"/> Sign  | <input type="checkbox"/> Other           |

**Proposed Work:**

- |                                     |   |                                      |                                  |
|-------------------------------------|---|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Addition   | <input type="checkbox"/> New Construction | <input type="checkbox"/> Replacement | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Repair           | <input type="checkbox"/> Alteration  | <input type="checkbox"/> Other   |

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### III. Description of Work

On a separate page, please provide a detailed statement of the work to be completed, including information on materials, style, extent of work, etc., referencing plans and photographs if appropriate. Please note if approval is needed or has been received from any other City boards or departments (Planning Board, Zoning Board of Appeals, Conservation Commission, etc.).

### IV. Supporting Documentation

Please provide any appropriate documentation for the project, including:

- Photographs (clear, in color, and current)
- Site Plan
- Building plans or elevations (no larger than 11 x 17)
- Product/material information (spec sheets from the manufacturer, photographs of installed examples)
- We encourage applicants to consult with staff in order to determine what additional documentation should be provided.

**Dimensions and materials** should be clearly labeled on all plans.

For **window replacement**, please provide a photograph showing the full side of the building and indicate the windows that are to be replaced.

For **signs**, please provide a rendering showing accurate dimensions and graphics, how it will be erected in its proposed location, and with current photographs of the proposed location.

### V. Notice to Applicants

The Commission generally hears applications for certificates on the second Tuesday of every month (subject to change). Applications must be submitted **at least three weeks in advance** for review and to satisfy public hearing notice requirements.

An approved certificate shall expire **six months** from the time of issuance **unless otherwise extended by the Commission**.

Certificates are specific to the project and owner cited on the application.

Please notify the Commission in writing (email is acceptable) upon completion of the changes included in this certificate.

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**For Office Use Only**

Case Number \_\_\_\_\_ Historic District \_\_\_\_\_

Date Completed Application Received: \_\_\_\_\_

Date Notice Sent: \_\_\_\_\_ Date of Hearing: \_\_\_\_\_ Date of Decision: \_\_\_\_\_

Action: \_\_\_\_\_

Reason for Action: \_\_\_\_\_

Type of Certificate Issued: \_\_\_\_\_

Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Application updated 12/2022*