



City of Beverly, Massachusetts

## **Historic District Commission**

City Hall, 191 Cabot Street, Beverly, MA 01915

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### **INSTRUCTIONS TO APPLICANTS FOR CERTIFICATES OF APPROPRIATENESS**

#### **General Requirements:**

1. Anyone wishing to make exterior changes to structures or sites in the Fish Flake Hill Historic District that are visible from the public right-of-way must first obtain a Certificate of Appropriateness approving such changes from the Beverly Historic District Commission.
2. No building permit for such changes will be issued until such Certificate of Appropriateness has been obtained. Please note that work not requiring a building permit may still require a Certificate of Appropriateness if the work is on the exterior of your property and visible from the public right-of-way.

#### **Application Procedures:**

1. Contact the designated staff person to the Historic District Commission, Kate Newhall, in the Planning Department to discuss proposed work and the application material necessary to describe the proposed work for presentation to the Commission. Obtain an application form at the Planning Department, or online on the city website. Submit the application to the Historic District Commission located in the Planning Department at City Hall.
2. Submit with the application form sufficient description, sketches, or measured drawings to make a clear explanation and record of the existing conditions and the proposed changes. Each application must include a reasonable description of the work for which the Certificate of Appropriateness is requested, including the exterior architectural features of the building or structure or addition to be erected, reconstructed, altered, restored, moved, or demolished, and including, wherever appropriate, the texture and material (shingles or clapboards, etc.), trim, gutters and leaders, windows and sash, doors and door frames, number of stories and roof material, and if lighting is proposed, a description of the lighting, and in all cases any other information reasonably necessary to enable the Commission to visualize changes in exterior appearance which will result from the proposed work. It is not necessary to submit interior arrangements.

**Supplemental Application Materials:** In the case of major construction, reconstruction or alteration, a registered land surveyor's plot plan, sketches, and scale plans and drawings showing the exterior elevations and exact dimensions

must be submitted. In other cases, sketches, scale plans or drawings and photographs may be required by the Commission in order to enable it to act upon the application.

3. Ask to be placed on the agenda for the next regular meeting of the Commission. The Commission normally meets no more than four weeks after receiving a request for a Certificate of Appropriateness. Although it is not required, it is beneficial for you to attend the meeting to present the proposed changes and answer questions.

**Commission Procedures:**

1. On receipt of an application for a Certificate of Appropriateness, the Commission may hold a public hearing concerning the application if it deems necessary.
2. If a public hearing is required, public notice is given 14 days prior to the hearing.
3. In cases of minor proposed changes, the Commission will hold a regular meeting and inform abutters within 100 feet of the request for a Certificate of Appropriateness at least 10 business days prior to the meeting.
4. The Commission has 60 days after the filing of the application for a Certificate of Appropriateness to make a determination. The Commission usually makes a decision at the meeting of which the application is heard unless there are special circumstances.
5. If an application for a Certificate of Appropriateness is denied, the Commission must issue its reasons for doing so.
6. All Commission meetings are open to the public pursuant to open meeting laws.

**Powers of the Commission:**

The Beverly Historic District Commission is a volunteer board made up of Beverly residents appointed by the Mayor and approved by City Council. The Commission is governed by Massachusetts General Laws Chapter 40C and the City of Beverly Historic Districts Ordinance. Copies of both documents are available from the Commission.