Hingham Historic Districts Commission

Town Hall, 210 Central Street, Hingham, Massachusetts 02043

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

An application for a Certificate of Appropriateness is to be completed for projects that call for exterior changes to a property within an historic district when the changes will be visible from a public way. A public hearing is required for all applications for a Certificate of Appropriateness.

This packet provides information that will assist you to prepare a complete application. It contains:

1. **Requirements for a complete application for a Certificate of Appropriateness;**
2. **Application form;**
3. **Checklist of required documentation and exhibits;**
4. **Meeting Dates and Application Due Dates**

Please Note

In addition to a Certificate of Appropriateness, this form is used to apply for 2 additional types of certificates.

1. An application for a Certificate of Non-Applicability is submitted for normal maintenance or repair projects that do not propose any changes to a building's exterior that can be seen from the public way.
2. An application for a Certificate of Hardship is reviewed in a public hearing in the same manner as is an application for a Certificate of Appropriateness. In this case, however, the Commission must determine whether, owing to conditions affecting the building or structure, but not affecting the District, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant.

The appropriate box at the top of the application indicates the type of certificate requested. Applications for Certificates of Non-Applicability or Hardship require documents and exhibits different than what is required for a complete submission for a Certificate of Appropriateness. Contact the Administrator for more information

Please contact the Historic Districts Commission Administrator if you have questions, or would like further assistance.

Email: gaulh@hingham-ma.gov **Phone: 781-741-1492**

TOWN OF HINGHAM
Historic Districts Commission
210 Central Street ~ Hingham, Massachusetts 02043

APPLICATION for CERTIFICATE

Instructions: Please print. Complete the applicable information including a description of the proposed project and exhibits submitted. Use additional sheets as necessary. The signature of the property owner is required for all projects.

Check type of Certificate for which application is submitted:

☐ **CERTIFICATE OF APPROPRIATENESS**
Note: Please see "Application Requirements for a Certificate of Appropriateness" for guidance in preparing a complete submission.

☐ **CERTIFICATE OF NON-APPLICABILITY** for the following reason(s):
☐ Not visible from any public street, way, place, or body of water
☐ Maintenance, repair or replacement using same design, materials, colors
☐ Proposed work, design, materials and colors according to approved guidelines
☐ No architectural features involved
☐ Reconstruction similar to original following fire or other disaster
☐ Other
Note: Please see "Application Requirements for a Certificate of Non-Applicability" for filing instructions.

☐ **CERTIFICATE OF HARDSHIP** - financial or otherwise as described herein and not a substantial derogation from intent and purposes of law.

LOCATION of work: _____ Historic District: _____

OWNER: _____ Telephone: _____

Address: _____ Email: _____

ARCHITECT or DESIGNER: _____ Telephone: _____ Email: _____

Address: _____ MA Registration No: _____

ENGINEER: _____ Telephone: _____ Email: _____

Address: _____ MA Registration No: _____

CONTRACTOR: _____ Telephone: _____ Email: _____

Address: _____ MA Registration No: _____

DESCRIPTION of proposed work:

EXISTING Sq. Ft.:

TOTAL ADDITIONAL Sq Ft. (if applicable):

Signature of Owner (Inspection of the premises is hereby authorized) Date

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Documents and Exhibits that must be submitted with the application for Certificate of Appropriateness

Projects that call for exterior changes to a property within an historic district which will be visible from a public way require a Certificate of Appropriateness and must be reviewed by the Historic Districts Commission in a public meeting.

In order to ensure that all applications receive full and timely consideration, the Historic Districts Commission requires that a complete submission is received in the commission office on or before the posted due date. Incomplete submissions will not be accepted.

Complete Submission
A complete submission includes **one (1) original *plus* an electronic version** of each of the following:

- Application signed by the property owner or owner's agent
- Documentation (see below)
- Exhibits (see below)

Documentation or Exhibits submitted to the Commission must be no larger than 11" x 17"**. Please see the following project categories to determine the documents/exhibits required for a complete submission.**

1. Additions and New Construction

Note: All drawings and elevations must differentiate Existing and Proposed Construction, or Conditions in the case of a hardscape plan.

- **Site Plan**. A graphic scale is required.
- **Architectural Drawings** and detailed elevations are required for large projects, such as new construction and modifications to an existing building. Drawings and specifications (generally obtained from a vendor) are required for small projects, such as fencing. 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.
- **Roof Plan** showing pitches and roof penetrations, i.e., vents, gutters, skylights, etc.
- **Photographs** showing all four elevations (front, rear and both sides) of existing building(s). Photos must clearly show the work site and its context. Photographs submitted are part of the project file and cannot be returned.
- **Vendor Brochure(s) and/or Specification Sheets** are to be submitted for windows, doors, lighting or other details.
- **Sample Materials** are helpful to ensure a complete understanding of a project. Applicants are encouraged to bring samples to commission meetings.

- **Electronic Submission in pdf format** of the application, site plan**,** architectural drawings and elevations is required for all construction projects. Email the pdf to younga@hingham-ma.gov

- **Additional Requirements**
  During the initial hearing the Commission may determine that one or more of the following would help to illustrate the massing of the proposed project:
  a. **Rendered elevations showing shade and shadows**
  b. **Perspective drawings**
  c. **A "white card" model at a scale of 1/4 inch = 1 foot, differentiating proposed new construction from existing.**
  d. **Story poles erected on site (see "Guidelines for Work in Historic Districts")**
  e. **A site visit may be required to gain a better understanding of the scope of the project in relation to the streetscape and other buildings on the site (see "Guidelines for Work in Historic Districts").**

2. **Hardscape** features that can be seen from a public way, such as walkways, steps, driveways, patios, walls, fences, and other permanent structures such as, but not limited to, barbecues, fire pits, pergolas, and gazebos are subject to review.

- **Site Plan** differentiating existing and proposed conditions. A graphic scale is required.
- **Photographs** of existing conditions, including relationship of project site to existing buildings.
- **Vendor Brochures and Specifications** if applicable
- **Sample Materials**

3. **Demolition or Removal of Existing Historic Fabric** such as entire buildings, portions of buildings or architectural features such as windows, doors, shutters, chimneys, or hardscape.

- **Photographs (Buildings)** showing all four elevations (front, rear and both sides) of existing building(s) or parts of building(s) to be demolished. Photos must clearly show the work site and its context. Photographs submitted are part of the project file and cannot be returned.
- **Photographs (Historic Fabric)** showing the architectural element(s) in the context of the entire building, and close-up photos showing existing conditions.
- **Architectural demolition plans** clearly indicating portions of the building proposed for demolition are required. When an entire building is proposed for demolition, drawings documenting the existing building may be required in addition to photographs.
- **Report** from a structural engineer and/or other professionals are generally required to substantiate the need for demolition.

Exhibits must be clearly labeled with property address, date, and location (front, rear, side).

Site plans, architectural drawings and elevations must show the date of the drawing. Page or drawing numbers are also required.

Helpful Hints

It is common for the review and approval process for large projects to take place over two or three meetings; and revisions to the original submission may be required. However, some large projects have been approved at the first meeting. Project submissions that provide detailed, measured drawings and elevations that are clearly labeled, enable the Commission to review a project efficiently. Here are some recommendations:

1. Read "Guidelines for Work in Historic Districts" and "Guide to New Construction and Additions". Both are available on the Historic Districts Commission page on the Town of Hingham website.
https://ma-hingham.civicplus.com/337/Historic-Districts-Maps-Documents Please Correct

2. Plan ahead. If construction is supposed to start in April, set up a time during the previous fall to discuss the project concept with the Administrator and/or schedule an informal discussion with the Commission. Feedback provided when a project is in a conceptual stage usually saves time and money.

3. Submit clear plans with as much detail as possible. If there is not enough room on the drawing, include other pages for that purpose. Details include, but are not limited to, proposed materials; window and door types; vents; columns and entablatures; porch and railing details; chimneys, chimney caps and chimney measurements; heights of ridge lines; roof and dormer pitches.

Application Checklist
Certificate of Appropriateness

Meeting Date:_____

Application Due Date:_____

1. ADDITIONS AND NEW CONSTRUCTION

_____**Site Plan**
- _____existing and proposed construction
- _____graphic scale
- _____north arrow

_____**Architectural Drawings**
- _____floor plans of all floors affected by proposed work
- _____demolition plan (if applicable) clearly indicating areas or elements proposed for demolition
- _____roof plan including pitches and penetrations
- _____detailed elevations
- _____key, large scale architectural details (if requested by the Commission)
- _____perspective drawings (although not required, may be helpful to show context)
- _____all drawings clearly dimensioned
- _____all drawing pages are numbered and dated
- _____graphic scales
- _____window schedule

_____**Existing and Proposed Construction** are clearly differentiated on all drawings and elevations

_____Vendor Brochures
- _____windows
- _____doors
- _____lighting
- _____other

_____Photographs
- _____front
- _____rear
- _____side (left)
- _____side (right)
- _____labels (subject and date) provided on all photos

_____Sample Materials
_____list of materials submitted

_____Electronic Submission in pdf format
_____application
_____site plan
_____architectural drawings
_____elevations
_____pdf sent to younga@hingham-ma.gov

2. HARDSCAPE

_____Site Plan
_____existing and proposed conditions
_____graphic scale

_____Drawings
_____graphic scales

_____Specifications (product cut sheets and materials descriptions)

_____Photographs
_____existing conditions
_____relationship of project site to existing buildings.
_____labels provided on all photos

_____Vendor Brochures

3. DEMOLITION OR REMOVAL OF EXISTING HISTORIC FABRIC

Buildings or Portions of Buildings
_____Photographs of Existing Conditions
_____front
_____rear
_____side (left)
_____side (right)
_____work site and its context shown
_____labels (subject and date) provided on all photos

_____Architectural Drawings
_____demolition plans clearly indicating areas/elements proposed for demolition

_____Report (if required)
_____structural engineer
_____other

Historic Fabric

_____Photographs

_____architectural element(s) shown in the context of the entire building

_____close-up photos showing existing conditions.

_____labels provided on all photos

4. BUSINESS SIGNS NOTE: Wood is the only material approved for signs in historic districts

_____Sketch of Proposed Sign

_____sketch includes sign dimensions, all design elements, and colors