



**Town of Wellesley - Planning Department  
Historic District Commission  
APPLICATION FOR CERTIFICATE**

**I. Application** *(See back for Application Materials & Guidelines)*

*The undersigned hereby applies to the Wellesley Historic District Commission for a (check one box)*

- Determination of whether the application involves any exterior architectural features which are subject to approval. If the board finds that the application *does* involve any exterior architectural features which are subject to approval by the Commission, then I would like to apply for the certificate listed below.
- I consent that the application involves exterior architectural features which are subject to approval of the HDC and would like to waive the determination and move immediately to hearing for a certificate of:

Certificate applied for *(check one box)*:

- Appropriateness                     
  Non-Applicability                     
  Hardship

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

**OWNER**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

**APPLICANT** *(fill out only if applicant is not the owner)*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

**Architect** *(not required)*

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

**TO BE COMPLETED BY WELLESLEY PLANNING DEPARTMENT**

Date of application: \_\_\_\_\_ Planning Department Staff: \_\_\_\_\_

Date of public hearing: \_\_\_\_\_ Date public notice sent: \_\_\_\_\_ HDC#: \_\_\_\_\_ - \_\_\_\_\_

Commission Actions:    Approved \_\_\_\_\_    Disapproved \_\_\_\_\_

Determined Not to Affect Exterior Architectural Features: \_\_\_\_\_

Certificate awarded:    Appropriateness \_\_\_\_\_    Non-Applicability \_\_\_\_\_    Hardship \_\_\_\_\_

Signature of Chairman \_\_\_\_\_

Certificates of Appropriateness shall expire six months from the time of issuance unless  
otherwise extended by the Wellesley Historic District Commission

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## **II. Application Materials & Guidelines**

*This application must be submitted with a \$25 filing fee and 8 sets of the following materials before any necessary meeting or public hearing date is set. An Additional \$50 Advertising Fee will be required for any application which requires a public hearing. Checks are payable to "The Town of Wellesley"*

1. Scaled drawings, including at minimum, site plans, floor plans, elevations, and details of significant features.
2. Photographs of all buildings or structures viewable from a public street, way, park or body of water.
3. Description and/or samples of the materials to be used for any alteration or construction.
4. Written narrative or description of the project, addressing the following:
  - a. Describe the scope of the proposed work to be performed.
  - b. Describe the historic and architectural value and significance of the site, building, or structure.
  - c. Describe the general design arrangement, texture, and material of the features involved, and the relation of such features to similar features of buildings and structures in the surrounding area.
  - d. In the case of new construction or additions to existing buildings or structures, describe the appropriateness of the size and shape of the building or structure, both in relation to the land upon which the building or structure is situated and to the buildings and structures in the vicinity.
  - e. Describe how the proposed project is congruous to the historic aspects or the architectural characteristics of the surroundings and of the Historic District.

### **Submit Application to:**

**Town of Wellesley - Planning Department  
Lower Level - Town Hall  
525 Washington Street**

**Contact: Heather Lamplough, Senior Planner  
Phone: 781-431-1019 x2230  
Email: hlamplough@wellesleyma.gov**