



Wellesley Historical Commission Historic Demolition Review Bylaw Waiver Submission Guidelines

- ☐ *All drawings should be submitted on paper (or electronically) no smaller than 11" x 17"*
- ☐ *Please speak with the Planning Department to obtain an example of a "complete" package*
- ☐ *A meeting with the Planning Department is advised to review the submission for completeness.
The Historical Commission is unlikely to consider or approve an incomplete submission.*

A complete Waiver Submission application will include the following:

Summary:

- ☐ Address indicated
- ☐ Name of Designer/Architect
- ☐ Date of plan design
- ☐ Name and address of applicant(s)
- ☐ In a paragraph, please provide a description of how the plan design is responsive to and addresses the comments of the Historical Commission during the Historic Demolition Review of the Property.

Site Plan: The site plan should be based on a plot plan professionally generated by a surveyor or civil engineer, with the proposed new plan superimposed in the location where it is proposed to be built. Existing buildings may be dashed in.

- ☐ Property boundary lines
- ☐ Setbacks
- ☐ Driveways
- ☐ Existing structures
- ☐ Proposed structures
- ☐ North arrow (Compass rose)
- ☐ Topography at 1' or 2' intervals
- ☐ To scale or with a graphic scale, including property square footage
- ☐ Proposed house footprint superimposed over existing footprint

Building Drawings and Other Information:

- ☐ All exterior building elevations (annotated to illustrate proposed materials), including siding, roofing, trim, windows, and doors.
- ☐ All floor plans (in the case of a 50% demolition waiver review provide existing and proposed plans and elevations)
- ☐ Roof Plan
- ☐ Roof pitches (indicated either on the roof plan or on exterior elevations)

- ☐ Front exterior elevation drawing showing the proposed house superimposed over the existing house
- ☐ Exterior window and door schedule
- ☐ Three-dimensional photo realistic renderings of the proposed house
- ☐ TLAG (Total Living Area and Garage calculation per Section 5.9 of Wellesley Zoning Bylaw) information – for current and proposed structures
 - At a minimum, square footage by floor (for existing and proposed)

Neighborhood Context:

- ☐ Photos of neighborhood context (immediate and adjacent houses to the property)
- ☐ Height of proposed roof ridge vs. surrounding houses
- ☐ Written (or verbal support) from neighbors, if applicable