



**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)

- 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 Appropriateness.
- 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:

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 Chair or Planning Staff & Date of Decision: _____

Certificates of Appropriateness shall expire twelve (12) months from the time of issuance unless otherwise extended by the Wellesley Historic District Commission

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. Lack of proper/complete documentation or application materials may result in delayed action. An Additional \$50 Advertising Fee will be required for any application which requires a public hearing. Checks are payable to “The Town of Wellesley.”*

Applicants are encouraged to consult with Planning Department Staff ahead of submitting any application. The Historic Preservation Design Guidelines (available on Town website) may be a useful resource in preparing an application.

1. Scaled drawings, including at minimum, plot plan(s), site plans, floor plans, elevations, and details of significant features and proposed modifications.
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 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.
 - c. In the case of new construction or additions to existing buildings or structures, include or reference a plot plan that describes 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. Plot and/or site plans should include all buildings and structures above ground on the property to support the narrative description.
 - d. Describe how the proposed project is consistent with to the historic aspects or the architectural characteristics of the surroundings and of the Historic District.

Submit Application to:

**Town of Wellesley - Planning Department
888 Worcester Street – Suite 160**

Phone: (781) 431-1019 x 2232

* Multiple copies are not required for submissions during the COVID-19 Pandemic or any declared State of Emergency.