



APPLICATION DATE

DECISION FILING DATE

FILE # _____

TOWN CLERK STAMP USE ONLY

APPLICATION FOR CERTIFICATE HISTORIC DISTRICT COMMISSION

Review of the Design Guidelines ("Guidelines") for the Swampscott Local Historic District is strongly recommended before submitting a proposal for work.

Please provide as much information and supporting documentation as possible, as an insufficient proposal may necessitate requests for additional information by the Historic District Commission ("Commission") and result in delays. Use this document as a guide to help you identify the materials you will likely need for your application.

Certificate Applied For:

- ☐ **Certificate of Appropriateness** (changes and additions to **private or public property** visible from a public way)
- ☐ **Certificate of Non-Applicability** (work that requires a building permit, but which is: not subject to view from a public way (supply photo evidence); **or** maintenance, repair, or replacement of existing items using the same design and materials; **or** change specifically excluded from review under Town Bylaws Article IX, Section 7(I).)
- ☐ **Certificate of Hardship**

Type of Work (check all that apply):

- ☐ Alteration (e.g., window replacement, change in siding, change in roof material or design, etc.)
- ☐ New construction (e.g., freestanding buildings, additions, porches, decks, etc.)
- ☐ Demolition
- ☐ Restoration or Repair
- ☐ New equipment (e.g., solar, HVAC, EV charging, etc.)
- ☐ Site work (e.g., fences, town benches, retaining walls, swimming pools, signage, lighting, town monuments, etc.)
- ☐ Temporary Structure (structures in place longer than 2 weeks, but less than 1 year)

Project Location/Address:	Parcel ID:	District:	Date Built:
Applicant Name:	Email:		
	Phone:		
	Address:		
Owner Name:	Email:		
	Phone:		
	Address:		
Architect/Engineer/Contractor:	Email:		
	Phone:		
	Address:		

To be completed by Historic District Commission:

After review of the application, the Commission has made the following decision. This Record of Action will be filed with the Town Clerk, Building Department, and Applicant.

- ☐ Certificate of Appropriateness
 - ☐ Certificate of Non-applicability
 - ☐ Certificate of Hardship
 - ☐ Approved
 - ☐ Approved with Conditions (attached)
 - ☐ Denied
- Decision Date: _____

Commission Signatures

Instructions for Completing the Application:

Before Beginning Exterior Work

1. Property owners in the Historic Districts are required to obtain a Certificate ("Certificate" is a Certificate of Appropriateness, Non-applicability, or Hardship) from the Commission prior to starting any exterior work on buildings or structures.
2. There are certain exceptions listed in the Guidelines. Property owners are responsible to see that violations do not occur.
3. The Building Inspector CANNOT issue a building permit for work affecting exterior architectural features without the necessary Certificate from the Commission.
4. Meeting dates are posted at Town Hall and on the Town website. Application forms, a copy of the Guidelines and the relevant Rules and Regulations are available on the Town website and at the Community Development office.

Process for Application Review

1. **File the Application:** Submit the application and materials to the Community Development office 21 days in advance.
2. **Required Documentation:** Review the application and Supporting Documentation Guide for a list of required documents.
3. **Determination of Applicability:** Within 14 days the Commission or its appointee in the Community Development department will determine applicability of the Swampscott Local Historic District By-law.
4. **Determination of Non-Applicability:** If the Commission or its appointee determines the project does not involve any exterior architectural feature or involves exterior architectural features not subject to review, it will issue a Certificate of Non-Applicability.
5. **Notice of Public Hearing:** If the Commission determines the proposed work is subject to its review, it will set a public hearing date for the review. The Applicant must mail a copy of the hearing notice to all abutters within 100' from the property bounds (abutter list from the Assessors' Office). The Applicant must provide a copy of the abutter list and letter attesting to mailing of notices at the hearing. A template notice is available from the Community Development department and on the Town website.
6. **Public Hearing:** If the bylaw applies, within 45 days from the filing of an application, the Commission will hold a Public Hearing. Within 60 days of the filing of an application (unless additional time is granted by a continuation) the Commission will issue a Certificate or disapproval. There is a 20-day appeal period during which a person may file a written request with the Commission for a review by a person or persons of competence and experience in such matters, acting as arbitrator and designated by the Metropolitan Area Planning Council.
7. **Penalties:** Whoever violates any of the provisions of the by-law shall be punishable by a fine of up to \$300.00 for each offense. Each day during any portion of which such violation continues to exist shall constitute a separate offense.

Application for Certificate

Brief Description of Proposed Work (please feel free to attach a separate description):

Supporting Materials for Application (Please list. See the Supporting Documentation Guide for information that the COMMISSION has identified as particularly useful for various types of projects)

I have read the documentation guide and instructions for this application along with the Guidelines for the Swampscott Local Historic District. To the best of my knowledge, the information contained in this application is accurate and complete. I give permission for the Commission to access the property listed in this application for the purposes of reviewing this application and the work done under any certificate issued to me.

OWNER'S SIGNATURE:

DATE:

Supporting Documentation Guide for Certificates of Appropriateness:

1. To help the Commission clearly understand the scope and nature of the project, for **all applications** for a **Certificate of Appropriateness**, please provide:
 - **Map with location of the property clearly marked**
([GIS map](#), [Google map](#), or similar)
 - **Photos of the property from the public way(s) from which it is visible**
(walk around the property and take photos from a variety of angles)
 - **Photos (both close-up and at a distance) of the area(s) of proposed work**
(the Commission wants to see the condition and nature of the materials, so photos of any damage or details are very helpful)
 - **Photos or drawings that clearly identify the location(s) of proposed work**
(for example, circle and number the windows discussed in an application)
 - **Any available historic information relevant to the proposed project**
(for example, historic photos, drawings, site maps, etc.)
2. **Alterations:**
 - For window replacement applications, please also provide:
 - Photo(s) of the property (from a distance) with each relevant window clearly numbered
 - Photo(s) of each individual window (numbered to correspond with the property photo(s) above)
 - Clear, close-up photos of each window documenting its materials, condition, and design (numbered to match the property photo above)
 - Any available information gathered about the feasibility of repairing the window(s) (e.g., quotes or opinions from [window restoration companies](#) such as Window Woman of New England; Cleary & Son; Heartwood Restoration; WindowRepair.com; Winn Mountain Restorations, Christopher Eld, and others. The HDC does not endorse or recommend any company or service, but rather provides this list of examples as a reference only).
 - Note whether a window is likely original to the property (if known).
(look for whether the window is wood, has ropes/pulleys, etc.)
 - Detailed drawings and measurements related to the proposed replacement windows, including the material, dimensions, construction, etc.
 - Ask the manufacturer/supplier for “cut sheets” that provide details and measurements of the product. Model name/number and a photo alone are insufficient.
 - For a change in siding, change in roof material or design, please also provide:
 - Details of the current siding/roof, including photos of any significant details (weaved corners, designs, flares, etc.)
 - The current and proposed materials and design
 - Specification information on the proposed replacement product
3. **New Construction/Addition:**
 - For any new construction or alteration, please also provide:
 - Scaled drawings that show the scope, design, and detail of the proposed work
 - Drawings should be to scale, specify all materials, and include all elevations from which the project will be visible from a public way. To ensure that the proposal meets Commission Guidelines and requirements, include trim and window details (if applicable).
 - For additions, include drawings of the relationship between the new work and the existing conditions (e.g., alignment of new windows with existing windows, trim scale and detail, siding alignment, etc.)
 - Photographs or drawings of existing conditions
 - Site plan

4. Demolition:

- For any demolition, please also provide:
 - Photos of the proposed item(s) or structures proposed to be demolished, including their location, estimated age, and details of condition.

5. Restoration or Repair

- For any restoration or repair, please also provide:
 - Change in materials with no change in design: Details of the proposed materials, including specification sheets and/or samples when possible.
 - Change in design to return to more historically appropriate appearance: In addition to information on the materials, please provide details of the proposed design and any available historic photographs. Please also include drawings or photos to show the anticipated finished result).

6. New Equipment:

- For any new equipment, please also include:
 - The proposed location of the equipment and any accessories or supporting hardware (cables, conduit, tubing, vents, ducts, etc.).
 - Specifications of the proposed equipment, including photos or diagrams
 - If applicable, details of any plans to screen or conceal equipment.
 - For equipment supporting solar panels, a map of where the accessory items will be placed. (Solar panels are exempt from review, but the Commission does review the other related equipment – including conduit, meters, etc. – to ensure it is as concealed as possible.)

7. Site Work:

- For any site work, please also include:
 - Photos of the existing site with the location of the proposed changes clearly marked
 - Details of the proposed site work, including the materials used and the design.