



# TOWN OF BROOKLINE

*Massachusetts*

## PRESERVATION COMMISSION APPLICATION FOR DEMOLITION CERTIFICATE

Application Number:	_____
Date Received:	_____
Hearing Date:	_____

**I. PROPERTY ADDRESS** \_\_\_\_\_

**II. OWNER** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**III. BUILDING TYPE OR SECTION TO BE DEMOLISHED**

\_\_\_\_\_

### FEE SCHEDULE FOR DEMOLITION CERTIFICATES

Please make out two checks payable to the Town of Brookline in the amount of \$100 and \$200.  
If the building is determined Non-Significant, the \$200 check will be returned to you.

\$200.00	Certificate of Significance
\$100.00	Certificate of Non-Significance

RECEIVED \_\_\_\_\_

**\*\*COLOR PHOTOGRAPHS OF EACH ELEVATION (SIDE) OF THE BUILDING(S) MUST BE INCLUDED.**

#### TIME SCHEDULE

Within ten (10) business days of receipt of a COMPLETED application, the staff shall make an initial determination of Significance or Non-Significance and will notify the owner, the Building Commissioner, the Town Clerk, and the Planning Director. Within twenty (20) business days of an initial determination, if the building is found significant, the Commission shall review the application at a Public Hearing. Failure to complete this form accurately will require a new application.

**V. SIGNATURES:**

**OWNER OF RECORD** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Town of Brookline Building Department**  
**333 Washington Street Brookline, Massachusetts 02445**  
**617.730.2100**

**Building Permit Application**  
**\*PLEASE PRINT LEGIBLY\***

Job Address: \_\_\_\_\_ Submittal Date: \_\_\_\_\_  
Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Description of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Estimated Value of Work: \_\_\_\_\_ Permit Fee: \_\_\_\_\_  
Structure: \_\_\_\_\_ Plumb: \_\_\_\_\_ Wire: \_\_\_\_\_ HVAC: \_\_\_\_\_

\* Subject to Final Cost Affidavit\*

Property Owner: \_\_\_\_\_ Are you a Lessee? \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Construction Supervisor: \_\_\_\_\_ Cell No: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

CSL No: \_\_\_\_\_ Type: \_\_\_\_\_ Expiration: \_\_\_\_\_  
H.I.C. Reg. No: \_\_\_\_\_ Expiration: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_ Cell No: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Debris Disposal Facility as approved by Brookline DPW: \_\_\_\_\_  
DIGSAFE Case No \_\_\_\_\_

*"By signing this application I do hereby certify that I am the owner of record of the above captioned property and I have authorized the work described in this application. I hereby authorize the people named in this application to act as my agents in matters concerning this described work. I hereby certify under the pains and penalties of perjury that all statements made herein are true and accurate."*

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner's Name (please print) \_\_\_\_\_

Agent/Const. Super. Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Agent/Const. Super. Name (please print) \_\_\_\_\_

## FREQUENTLY ASKED QUESTIONS ABOUT DEMOLITION IN BROOKLINE

### **What buildings in Brookline are subject to review for demolition delay?**

All buildings in Brookline are potentially subject to a demolition delay. If a proposal for work on a building meets the definition of complete or partial demolition, then the building will be reviewed for its historical and architectural significance.

### **What qualifies a project as partial demolition?**

For the most part, demolition includes removing 25% or more of the square footage of a building's exterior sides and roof, removing one side of a building, removing the roof, or significantly altering the shape of the roof. Please see the attached illustrative drawings for examples of how partial demolition is determined, and see below for demolition of buildings designated as historic.

### **Who reviews a building for its historical and architectural significance?**

If proposed work qualifies a building for demolition delay review, the Preservation Commission staff, with the oversight of the Brookline Preservation Commission, makes an initial determination of historical and architectural significance within 10 business days after a completed application form has been submitted.

### **What happens when a building is assigned an initial determination of significance?**

The Preservation Commission will hold a public hearing to determine whether it will uphold the initial determination of significance. If upheld, the Commission will impose a demolition delay on the building for a period of up to 12 months, or 18 months for a National or State Register property.

### **How do I know if a National or State Register listed building requires demolition review?**

The definition of demolition is broader for buildings that have local, state or federal historic designations. Demolition of buildings listed, eligible for listing, or with a preliminary determination of eligibility for listing in the State or National Registers of Historic Places or located within State or National Register districts are automatically determined to be initially significant. Generally, proposed work that includes the systematic removal, effacement or destruction of the exterior architectural elements which define or contribute to the historic character of a building might qualify the project for review. This might include, but is not limited to removing or altering windows, siding, chimneys and decorative elements.

### **What if my building is located in a Local Historic District?**

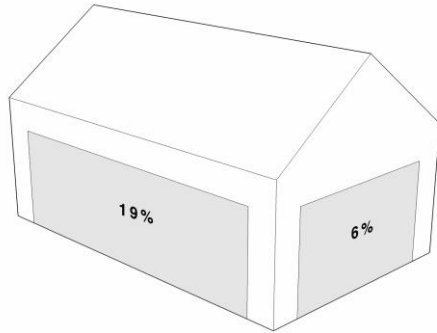
If a building is located in a Local Historic District, regulations and guidelines for work in local historic districts take precedence for review of any changes to structures. In almost all cases, the Commission does not approve demolition of buildings in local historic districts.

For further information or questions, please contact the Department of Planning and Community Development at (617) 730-2130 or the Building Department at (617) 730-2100.

*The information above is general in nature. For more specific information, please refer to the Demolition Delay By-Law, Article 5.3 of the General By-Laws of the Town of Brookline*

The following diagrams illustrate common situations in partial demolition cases. As other situations arise they will be addressed by staff and the Commission Chair.

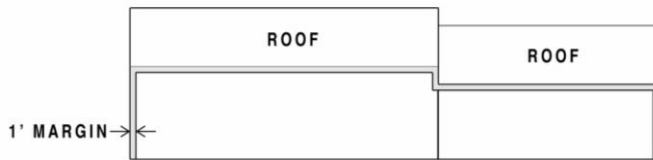
- A. 1. Removing 25% or more of the building's exterior wall area
- 2. Covering 25% or more of the building's exterior wall area



*Example*

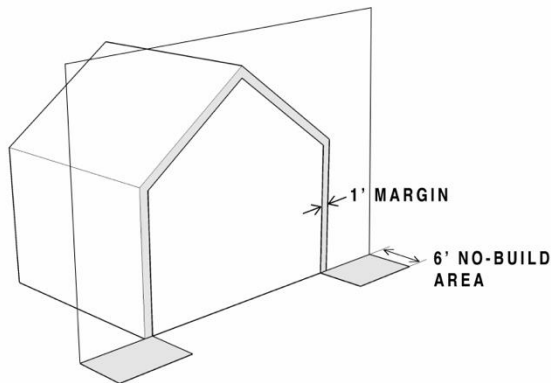
A project shall be considered by the Preservation Commission staff or full Commission for demolition review if more than 25% of the total area of its exterior wall is proposed to be removed (for example, changes to the array of windows or doors,) or covered by additions.

- B. 1. Substantially removing one side of the building
- 2. Substantially covering one side of the building



*Example*

'Side' includes all exterior wall areas facing the same direction, regardless of setbacks

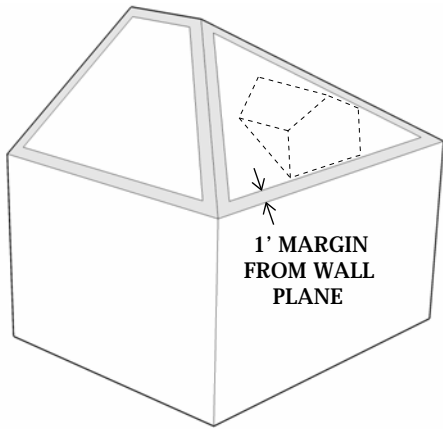


A project shall be considered by the Preservation Commission for demolition review if it proposes to remove or cover any portion of the 1' margin of the existing building, as indicated in the diagram.

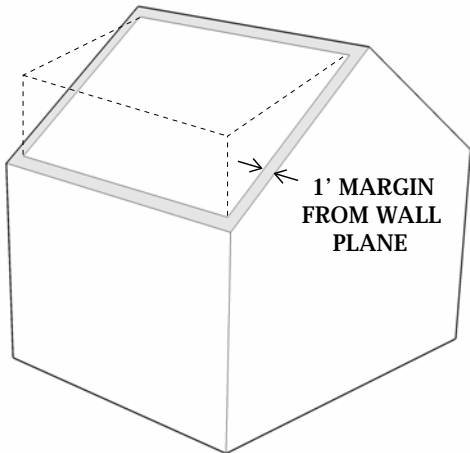
Any construction within a space extending 6', measured perpendicularly, from the plane which includes this margin, shall be considered demolition.

- C. 1. Removing the roof  
2. Significantly altering the roof

The project shall be considered by the Preservation Commission staff or full Commission for demolition if it proposes to build in any of the margins as indicated in the diagrams.



*Hip roof*



*Gable roof*

OR

