

BROOKLINE PRESERVATION COMMISSION LOCAL HISTORIC DISTRICT APPLICATION GENERAL INFORMATION

The Brookline Preservation Commission administers local historic districts as set forth by the provisions of Massachusetts General Laws Chapter 40C, the Town of Brookline By-Laws, and the Commission's Rules and Regulations. The Preservation Commission approves changes to buildings and structures that are visible from a public street, way, or park, including exterior construction, alterations, repairs or demolition, as well as changes to grade and to other features, before the Building Commissioner can issue a building permit. Visibility is determined by Commission staff.

Please refer to the Preservation Commission's *Design Guidelines for Local Historic Districts* prior to hiring a contractor or beginning any design work. The guidelines are available online at: www.brooklinema.gov/907/Local-Historic-Districts

Consultation with Preservation Commission staff before submitting an application is encouraged, to develop Commission familiarity with your property and receive advice on appropriate approaches. A preliminary site visit or meeting may be requested by staff. Please contact staff at (617) 730-2089 or (617) 730-2617 if you have any questions or would like to make an appointment.

Complete applications must be submitted in hard copy format, on time, and include fees as well as complete supporting materials. Applications submitted via e-mail will not be accepted. Please be advised that Commission staff is not available to review applications for completeness immediately upon submittal, and incomplete applications may be returned. It is the applicant's responsibility to ensure the application is complete before submittal. **Please refer to the attached instructions for information on required application documentation.** Application deadlines for Commission meetings scheduled for 2019 are listed below.

After receiving a completed application, Commission staff will review it and determine which of three procedures will be followed: a public hearing, a "10-day" letter, or a Certificate of Non-Applicability. Most applications will require a public hearing, with 14 days advance notice to abutters, before a Certificate can be issued. The hearing is a forum for the full board of Commissioners to hear cases and ask clarifying questions, and for the general public to comment on your project. In some cases, where the proposed alteration is of minor significance or minimally visible, Commission staff may issue a Certificate, following ten days' written notice to abutters. At the discretion of Commission staff, applications which receive objection from abutters or the public will be reviewed at the next scheduled meeting.

There are three types of Certificates that the Commission may issue:

1. **Certificate of Appropriateness:** Issued when the proposed alterations are not incompatible with the existing historic building and the historic and architectural characteristics of the district and its surroundings.
2. **Certificate of Non-Applicability:** Issued for a) work that is not under the jurisdiction of the Commission; b) work not visible from a public way; and c) ordinary repair or replacement of exterior architectural features that do not involve a change in design, material, or outward appearance.
3. **Certificate of Hardship:** Issued only when special conditions will create a substantial hardship, financial or otherwise, to the applicant if not approved, as long as the conditions are specific to the property and there would be no substantial detriment to the Historic District.

Application Fees:

- **Certificate of Appropriateness:** There is a sliding fee scale of \$2.00 per \$1,000 of the estimated cost for the work, with a minimum fee of \$50.00.
- **Certificate of Non-Applicability:** \$20.00.
- **Retroactive Certificate:** The amount is three times the usual fee, with a minimum of \$150.00 for a Certificate of Appropriateness and \$60.00 for a Certificate of Non-Applicability.

<u>Preservation Commission Meeting Dates 2019</u>	<u>Application Deadline</u> <i>(must be received before 12 PM)</i>
Tuesday, January 8	Tuesday, December 18
Tuesday, February 12	Tuesday, January 22
Tuesday, March 12	Tuesday, February 19
Monday, April 8	Monday, March 18
Tuesday, May 14	Tuesday, April 23
Tuesday, June 11	Tuesday, May 21
Tuesday, July 9	Tuesday, June 18
Tuesday, August 13	Tuesday, July 23
Tuesday, September 10	Tuesday, August 20
Tuesday, October 8	Tuesday, September 17
Tuesday, November 12	Tuesday, October 22
Tuesday, December 10	Tuesday, November 19

BROOKLINE PRESERVATION COMMISSION
INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR CERTIFICATE OF
APPROPRIATENESS OR CERTIFICATE OF NON-APPLICABILITY

Please fill out the application form as completely as possible. Complete applications must be submitted on time and include fees as well as complete supporting materials. Please be advised that incomplete applications may be returned. It is the applicant's responsibility to ensure the application is complete before submittal. Please type or clearly print all information.

ADDRESS: Provide the legal property address (street number and street name).

PROPERTY OWNER: Provide the name of the legal property owner, daytime telephone number (include area code), and complete mailing address. Please also provide an email address, if available. **"Property owner" is the owner of the entire building or site, not the owner of a business or unit inside the building.**

APPLICANT: Provide name of contact person, organization (if applicable), daytime telephone number (including area code), and complete mailing address. Please also provide an email address, if available. Anyone can act as an applicant: a property owner or its representative (such as a property manager or attorney), a tenant, an architect, a contractor, etc.

The names, telephone numbers, postal and email addresses requested in the application form will be used for all subsequent communications relating to the application, including notices of public hearings and commission decisions. Commission staff cannot be responsible for illegible, incomplete or inaccurate contact information provided by applicants.

DESCRIPTION OF PROPOSED WORK: Provide a concise, complete summary describing the entire scope of work: (e.g.: "In-kind replacement of existing wood gutters; profile and details to match existing.) **An itemized list of work items is strongly recommended.** This description provides the basis for the official notice and subsequent decision, and it must clearly represent the entirety of the project. Additional pages may be attached, if necessary, to provide more detailed information. You must provide a summary description of the scope of work on the form provided. **Forms with only "see attached" will not be accepted.**

DOCUMENTATION REQUIREMENTS - GENERAL: All applications must be accompanied by information which clearly illustrates the scope of the work and its impact on the building, including **color photographs of existing conditions, dimensioned drawings, specifications, samples, etc., as indicated below.** You are not required to hire an architect, but professional design advice is strongly recommended, especially for projects involving construction or design changes. The quality of documentation is as follows:

- **PHOTOGRAPHS: Applications without photographs will not be accepted. Current color photographs are required for all applications,** including ordinary maintenance and repair projects, as a record of existing conditions. At a minimum, a photo of the building facade in its entirety must be submitted; photos are required of all areas to be affected by construction, including rear or side elevations, roofs, and individual details. If the subject property is a site or landscape, context and close-up photos will be required. Color photocopies of slides and printouts of digital photos may be acceptable, provided the image is clearly reproduced and are 3x5-inches or larger. **Internet street view images are not acceptable.**
- **DRAWINGS:**
 - Drawings no larger than 11"x17" are preferred.
 - Drawings must be to scale.
 - Show all relevant dimensions and note all materials.

DOCUMENTATION REQUIREMENTS – SPECIFIC:

- **REPAIRS AND MAINTENANCE:**
 - Photographs of existing conditions.
 - Written scope of work.
 - Specifications denoting methods and materials. For cleaning, the proposed methods and materials are also required.
 - Test patches on site may be required for all maintenance items.
- **REPLACEMENT IN KIND:**
 - Photographs of existing conditions.
 - Drawings to represent existing conditions and proposed replacements, in sufficient detail to as to insure accurate duplication. For replacement windows, drawings should include elevations with overall dimensions, showing frame, sash, and muntin configuration; and head, jamb, sill, rail, stile, and muntin details.
 - Specifications for both existing and replacement elements, comparing existing to proposed conditions to ensure consistency.
 - Material samples may be required.
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- **MINOR MODIFICATIONS:**
 - Photographs of existing conditions;
 - Drawings and/or shop drawings, in sufficient detail to form an accurate visual representation.
 - Manufacturer's specifications and elevation drawings showing the proposed work in context with the building or site.

- **DESIGN CHANGES AND MAJOR ALTERATIONS TO FACADES, REAR OR SIDE ELEVATIONS:**
 - Zoning: for any increase in height, enclosed space, legal use or occupancy: a zoning analysis, showing yard setbacks, FAR, height, and open space, both existing and proposed.
 - Photographs of existing conditions, including neighboring buildings that will be visible in views of the proposed work from a public way.
 - Drawings: floor plans and elevation drawings showing both existing and proposed conditions.
 - Drawings: details of specific elements, in sufficient detail to form an accurate visual representation.
 - Manufacturer's literature; material samples.
 - Drawings: for basement excavations, fences, gated, parking courts, paving, new stoops/stairs and other site alterations: same documentation as stated above plus full section drawings.

- **ALTERATIONS TO ROOFS: (including decks, additions, mechanical equipment, etc.):**
 - Zoning: for any increase in height, enclosed space, legal use or occupancy: same documentation stated above plus a zoning analysis, showing yard setbacks, FAR, and height, both existing and proposed.
 - Photographs of existing conditions, including the rooftop and neighboring buildings that will be visible in views of the proposed work from a public way.
 - Drawings: existing and proposed roof plan;
 - Drawings: building section/s showing sightlines to public ways.
 - Drawings: full drawings of those elevations affected by proposed roof alterations. When alterations change the roof shape, as seen from a public way, elevations facing the public way shall include the neighboring buildings as necessary to appreciate the alteration in context.
 - For mechanical equipment: documentation as above plus manufacturer's literature.
 - Mock-ups: For decks, headhouses, or additions, a mock-up of the proposed height and volume in its proposed location may be required by the Commission to determine visibility before approval. To save time, the mock-up can be done before the hearing (photographed on the roof and from the ground, front and rear) and inspected and verified by Commission staff.

- **ADDITIONS AND FREE-STANDING NEW CONSTRUCTION:**
 - Zoning: a zoning analysis, showing yard setbacks, FAR, height, and open space, both existing and proposed.
 - Photographs: Complete documentation of the site; full construction drawings as detailed as possible, including context of abutting buildings, site and block plans. Advisory (informal) review of preliminary drawings may be advisable before filing an application or proceeding with design development. Early consultation with Commission staff is also strongly encouraged.
 - Drawings: floor plans and elevation drawings showing both existing and proposed conditions.
 - Drawings: building sections showing the proposed addition and/or new building in relation to the existing, and to finish grade.
 - Drawings: details of principal elements, in sufficient detail to form an accurate visual representation.
 - Manufacturer's literature; material samples.

- **DEMOLITION:** Complete photographic documentation of the structure (interior and exterior), report on historic and architectural significance of the building; engineer's report documenting condition of the building; economic impacts of demolition vs. rehabilitation; site and block plans; certification from building department that demolition is required for public safety; proposal for new construction on site.

- **ESTIMATED COST OF CONSTRUCTION:** Please estimate the total cost of the work proposed.

DULY AUTHORIZED SIGNATURES: The signature of the legal property owner is required. If the applicant is not the property owner, both the applicant and the legal property owner must sign the application form. **Unsigned or partially signed forms will be rejected.** In cases of multiple ownership, the chair of the condominium or cooperative association or authorized representative (such as a property manager) shall sign as owner; in cases of institutional ownership, an authorized representative of the organization shall sign as owner. The signature of the property owner represents consent to the work being proposed. Misrepresentation of owner consent shall invalidate any Certificate of Appropriateness or Certificate of Non-Applicability. Commission staff cannot be responsible for verifying the authority of the individuals to sign the application.