



TOWN OF BROOKLINE

Massachusetts

PRESEVATION COMMISSION APPLICATION DEMOLITION CERTIFICATE

- I. PROPERTY ADDRESS _____
- II. OWNER _____ PHONE _____
- ADDRESS _____ ZIP CODE _____
- EMAIL ADDRESS _____
- III. BUILDING TYPE OR SECTION TO BE DEMOLISHED
- _____

FEE SCHEDULE FOR DEMOLITION CERTIFICATES

Initial Application Fee &
Certificate of Non-Significance: \$100

Certificate of Significance: \$750

- Please pay the initial application fee of \$100 online when submitting your application. Deliver a check for \$750 to the Planning Department, ATTN: Historic Preservation.
- If a Certificate of Non-significance is issued, the \$750 check is returned to the applicant.
- Although a separate application is required for each structure on a property, no additional fees are charged for multiple applications on a single parcel.

APPLICATION PROCESS

Applications for Demolition or Partial Demolition must be submitted online at

<https://aca-prod.accela.com/Brookline/Default.aspx>.

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 thirty (30) 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.

IV. 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

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