



Gloucester Historic District Commission

Application for Certification

Pursuant to the Historical District Acts (Massachusetts General Laws, Chapter 40C, as amended) and the Gloucester Historic District Ordinance, application is hereby made for certification of proposed exterior work within the Gloucester Historic District. **2 copies of the application and plan are included.** A certified copy of the abutters list is attached.

1. Date of Application: _____

2. Property Location: _____

Assessor's Map and lot number: _____

3. Owner: _____

Name: _____

Address: _____

Telephone number: _____ (Email) _____

Signature: _____

Applicant: (if different from owner)

Name: _____

Address: _____

Telephone number: _____ (Email) _____

Signature: _____

4. Type of Certification Requested: (check one)

Appropriateness

For approval of exterior work (on a building, structure, or site) which will be visible from a public way.

Non-Applicability

For determination by the Historic District Commission that the proposed work is not within its jurisdiction.

Hardship

For a waiver of requirements due to financial hardship or other unusual circumstances (#10 below must also be completed)

5. Type of Work to be done (check all applicable)

Restoration New Construction (Infill buildings, new additions) Reconstruction

Repair of decayed or damaged material maintaining original structure

Relocation (Moving building or structure to or from another site)

Duplication of missing materials or elements to match original design

Erection of a Sign, Marquee or Architectural Device

Alteration (Change material or design)

Demolition: Total Partial (describe): _____

Other (describe): _____

6. Affected Exterior Elements (describe all applicable)

Element	Existing Material	Proposed Material
Foundation.....	_____	_____
Siding.....	_____	_____
Windows.....	_____	_____
Awnings.....	_____	_____
Shutters.....	_____	_____
Doors.....	_____	_____
Trim..... (Window trim, door trim or decorative trim)	_____	_____
Roof.....	_____	_____
Gutter and Leaders.....	_____	_____
Dormers.....	_____	_____
Skylights.....	_____	_____
Chimneys.....	_____	_____
Porches/Decks.....	_____	_____
Stairways.....	_____	_____
Railings/Grilles.....	_____	_____
Utilities.....	_____	_____
Fences and Walls.....	_____	_____
Site work.....	_____	_____

7. Description of Proposed Work:

B. Materials required to be submitted With the Application

A. Location Map

Show the property's location in relation to the nearest cross street and/or geographical features. Indicate all buildings between the property and the nearest intersections(s). A plot plan or assessors map may be used if all the above information is contained.

***B. Site Plan** (accurate and to scale; minimum 1"= 40')

Show property boundaries, adjacent buildings and/or structures, and nearest streets and public way on all sides of the site. Clearly label existing and proposed building/structure footprints, drives, walks, walls and fences.

***C. Architectural Drawings** (accurate and to scale; minimum 1"= 40')

Elevations:

Show the shape of the building, roofline, eaves, trim, windows, doors, porches, stairs, surrounding grade. Label existing and proposed floor and ceiling levels and other dimensions as required describing the proposed work. Indicate materials. Label all proposed elements and/or alterations.

**Required for major changes only, as determined by the Historic district Commission*

Roof Plans:

If changes to an existing roof are proposed, indicate and label all proposed alterations.

Details:

As necessary to describe specific elements and assemblies, such as window installation and trim.

D. Photographs

Views of each side of the buildings/structure, and close-ups as needed to describe the area affected by the proposed work.

E. List of Abutters and Abutter to Abutters

Obtainable from Community Development

F. A Non-refundable Fee of \$25.00 in the form of a check made payable to the City of Gloucester.

9. Materials Suggested bringing to the Commission Hearing:

Samples of materials to be used; product literature from manufacturers; historic photographs as needed for describing restoration and reconstruction work.

10. Application of Hardship

- If this is an application for a Certificate of Hardship, explain on a separate sheet the reasons why: a Failure of the Commission to approve the application will involve substantial hardship;
- b. No substantial detriment to the public welfare would result from approval of the application;
 - c. Approval of the application would not result in substantial derogation from the intent and purposes of the Massachusetts Historic District Act and the Gloucester Historic District Ordinance.
 - d. If applicable, a statement from the Building Inspector that the type of work proposed is necessary immediately to insure public safety.