



HISTORIC DISTRICT COMMISSION
Town of Natick, Massachusetts

APPLICATION FOR CERTIFICATION

Name & Address of Applicant _____

Phone _____ E-Mail _____

Address of Property _____

Applicant Signature _____

Property Owner Signature _____

Name of Architect or Designer _____

Architect or Designer Phone _____ E-Mail _____

The Commission will accept the application only after it has been reviewed, determined to be complete and the relevant application fee has been paid to the Town Clerk.

Upon acceptance of the application, a hearing will be scheduled. The following checklist is intended to provide the Commission a complete description of the proposed changes so that they may evaluate the application prior to the hearing. Each application is considered individually and therefore not all applications will require all of the documents listed below. The applicant is invited to contact the HDC chairperson to review specific requirements. Please refer to the website to view the HDC Guidelines, Rules and Regulations (www.natickma.gov/Public_Documents/NatickMA_Bcomm/histdist). The following materials may be required for a complete submission (8 copies):

- Written description of all proposed changes.
- Photographs of the existing structure as viewed from all public ways.
- Photographs of the adjacent property facing the proposed changes.
- Written description of materials to be used.
- Scaled drawings, including dimensions of the existing conditions and of the proposed changes including floor plans, building elevations, details as required and a site plan.
- Manufacturer's literature, photographs, samples and any other relevant materials.
- In the case of demolition or removal, provide a statement of the proposed condition of the property after removal.
- Filing fee (\$25 for residential property; \$40 for commercial property).

The Commission may decide to deny the application and/or require re-submittal if the scope of the application is altered.

To be completed by the Historic District Commission

Date of Public Hearing _____ Date Public Notice Sent _____ HDC File # _____

Certificate Awarded: Appropriateness _____ Hardship _____ Non-applicability _____

Commission Actions: Approved _____ Disapproved _____ Returned _____

Signature of Chairman _____