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**City of Beverly, Massachusetts**  
**HISTORIC DISTRICT COMMISSION**

City Hall, 191 Cabot Street, Beverly, MA 01915  
 Phone (978) 921-6000 Fax (978) 921-6187

APPLICATION FOR CERTIFICATE OF:

- APPROPRIATENESS                       NON-APPLICABILITY                       HARDSHIP

Pursuant to the Historic Districts Act (Gen. Laws, Ch. 40C) and the Beverly Historic Districts Ordinance, and regarding buildings located in the Fish Flake Hill Historic District, application is hereby made for issuance of a Certificate of Appropriateness/Non-Applicability/Hardship for:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Reconstruction                 | <input type="checkbox"/> Demolition                        |
| <input type="checkbox"/> Moving           | <input type="checkbox"/> Alteration                     | <input type="checkbox"/> Sign or other appurtenant fixture |
| <input type="checkbox"/> Repairs          | <input type="checkbox"/> Other (please describe): _____ |  |

ADDRESS OF PROPERTY: \_\_\_\_\_

DATE BUILDING ERECTED AND ARCHITECT; IF KNOWN: \_\_\_\_\_

NAME OF RECORD OWNER: \_\_\_\_\_

MAILING ADDRESS OF OWNER: \_\_\_\_\_

**DESCRIPTION OF WORK PROPOSED**

*Attach additional pages, architectural drawings, and photos illustrating any proposed alterations*

NAME OF APPLICANT \_\_\_\_\_  Owner  Contractor  Tenant  Other: \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT EMAIL ADDRESS \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

*Certificate will be mailed to owner unless otherwise indicated here:*

Certificate should be mailed to: NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Additional information is attached

**Space below line for official use only.**

DATE RECEIVED: \_\_\_\_\_

DATE OF HEARING: \_\_\_\_\_

BY WHOM RECEIVED: \_\_\_\_\_

DATE OF CERTIFICATE: \_\_\_\_\_

CERTIFICATE NO. \_\_\_\_\_

## PROCEDURES FOR FILING APPLICATIONS

- A. Be prepared to apply for certificates well in advance of commencing any exterior work. Before making any changes to the exterior of a property in the Fish Flake Hill Historic District, the owner should call or visit Emily Hutchings, the Commission representative at the Planning Department to discuss proposed alterations and to determine the category of the application (Appropriateness, Non-Applicability, or Hardship).
- B. The Commission normally meets on the fourth Wednesday of each month and notices are posted at City Hall. The meetings are held at City Hall, 191 Cabot Street, 3rd floor, and begin at 7:00pm. All meetings are open to the public.
- C. An application for a Certificate of Appropriateness or Hardship must be received by 3:00pm on the Monday 20 days before the meeting in order to make the agenda and provide public notice. An application for a Certificate of Non-Applicability may be added to the agenda up to 7 days before the meeting. There is no fee for any application, but the applicant is required to pay the cost of posting notice for any public hearing related to the application.
- D. All applications for Certificates of Appropriateness or Hardship require a public hearing. Notice of the hearing must be posted with the City Clerk 14 days before the hearing and abutters must be notified in writing. Commission staff manage these procedures. A public hearing may not be required for a Certificate of Non-Applicability.
- E. At the owner's request, a contractor for the owner may submit an application on the owner's behalf. In case of a tenant, a waiver of the owner's appearance may be granted at the discretion of the Commission if it is requested by the owner.
- F. All applications must include photos of existing conditions, taken from all public ways. No certificates can be issued until review of photos.
- G. An application will not be considered complete unless work items are thoroughly described with sketches, photographs, measured drawings, and any other information needed for the Commission to visualize the changes in order to make a determination. The following items may be included in your application as applicable:
  - 1. Site plan showing location of improvements;
  - 2. Elevation renderings of the specific improvements;
  - 3. Details/profiles (i.e. moldings, fence caps, cornices, vents, etc.);
  - 4. Description of materials (i.e. wood, brick, etc.), including photographs, catalog cuts, and product samples;
  - 5. Dimensions (i.e. size of trim, etc.); and
  - 6. Mechanical equipment (i.e. transformers, HVAC equipment, electrical service and meters, etc.)
- H. At the hearing, the Commission will discuss the application with the applicant or the applicant's representative, hear the abutters, and take a vote. Owners having professional consultants such as architects or contractors are urged to have them be present at the hearing. If the application is approved, a Certificate will be mailed to the mailing address provided on the application and copies will be sent to the City Clerk and Building Inspector. Please note that the application can be continued until the next meeting if the Commission deems necessary (i.e. for reasons of incomplete drawings, to perform a site visit, etc.). In any case, the Commission must make a determination within 60 days from the date the application is received.
- I. A property owner or contractor cannot receive a building permit for a building located in the Fish Flake Hill Historic District unless a Certificate has been issued. Please be sure to obtain appropriate permits from the Building Inspector (or other necessary permits and approvals) prior to commencing work.
- J. The homeowner is not required to complete the work approved (unless it relates to resolving an outstanding violation). However, any work done in lieu of what has been approved must be brought to the Historic District Commission for a new Certificate.
- K. The City of Beverly reserves the right to inspect the project to determine compliance with the conditions set forth in the Certificate issued.