Town of Foxborough

*Historic District Commission*

*Town Hall, 40 South Street*

*Foxborough, MA 02035*

## Certification Application

Name of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_

Address of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Property \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Architect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_

The following are required to make the application complete. All materials must be on file before a hearing date is set. Submit four (4) copies of:

* Written description of proposed change.
* Description of materials exposed to public view.
* Photographs of structures/buildings viewable from public way.
* Measured drawings to define intended changes. Please see ‘Suggestions’ on the back page.
* Other pertinent materials.

IMPORTANT NOTE TO APPLICANT: Work as a result of a Certificate of Appropriateness must be complete within twelve (12) months from the time of issuance unless otherwise extended by the Foxborough Historic District Commission. A Processing fee of $15 and $25 Abutter’s notice fee are required. The applicant is also responsible for the cost of public notices if a public hearing is required (approximately $240 per public hearing notice payable to The Foxboro Reporter).

# TO BE COMPLETED BY THE FOXBOROUGH HISTORIC DISTRICT COMMISSION

Application Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Public Hearing Date \_\_\_\_\_\_\_\_\_ HDC#\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_

Public Notice Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Public Hearing Waived \_\_\_\_\_\_\_\_\_ Abutter’s Meeting Date\_\_\_

Abutters Notified \_\_\_\_\_\_\_\_\_\_\_\_\_ Extension Requested \_\_\_\_\_\_\_\_\_\_\_

Commission Actions: Approved \_\_\_\_\_\_\_\_ Disapproved \_\_\_\_\_\_\_\_\_\_\_\_ Returned \_\_\_\_\_\_\_

Certificate Awarded: Appropriateness \_\_\_\_ Non-Applicability \_\_\_\_\_\_\_\_ Hardship \_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Chairman\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

(over)

INSTRUCTIONS:

1) Describe proposed change in detail. This means a description of location of work, type and texture of materials to be used, and further a sketch must accompany the application detailed enough to show architectural design of the structures/buildings or change and its location and relationship to existing structures/buildings and property lines of the area in question. Sketches should be as close to scale as possible. Example: FENCE – show type of fence by sketch, on sketch note height, style, and the exact location of fence on the property.

2) If applicant is employing a builder or professional consultant, it is advisable for them to attend the meeting.

SUGGESTIONS:

1. The application and supportive information should be put together so that the Commission can visualize the changes in exterior appearance which will result from the actual work.
2. Avoid changing original features of structures/buildings if possible.
3. Try to match building materials you are changing or replacing with similar new building materials.
4. If original doors and windows are to be replaced, replace them with matching copies.

5) The Commission welcomes advance inquiries as to interpretation of the law and preparation of this application.

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