



City of Medford Historic District Commission

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

1. The undersigned hereby applies to the Medford Historical Commission for (check one):
A Certificate of **Appropriateness**, **Hardship** **Non-applicability**
in accordance with Chapter 40C of Massachusetts General Laws and/or Chapter 48 of the Municipal Code.

The Commission welcomes advance inquiries for interpretation or advice. Please call (781) 393-2519 or email at info@medfordhistoricalcommission.com.

2. Property Address: _____

3. Name of Owner: _____

Address of Owner: _____

Telephone Number: Days: _____ Evenings: _____ Fax: _____

Email: _____

4. Name of Applicant if not owner of record: _____

Relationship with owner: (contractor, architect, etc:) _____

Applicant address: _____

Applicant Telephone Number: Days: _____ Evenings: _____ Fax: _____

Email: _____

5. Anticipated construction start date: _____

Anticipated completion date: _____

6. Description of Work Proposed: (If roof work only please go directly to 6 (a):

6(a). If roof work only: Please describe type of roof shingles and provide information about any flashing or trim to be replaced:

If work is only related to roof replacement, owner should sign where indicated at bottom of page and submit to the Historical Commission.

7. Type of plan submitted (check one):

_____ : Architect's Plan

_____ : Contractor's drawing

_____ : Owner's sketch

(Although an architect's plan is not required, whatever is submitted should be sufficient to give the Commission a clear understanding of the proposed work.)

8: Please include the following materials with completed application and plan:

_____ Current photos of property

_____ Any photos available that will provide historic evidence of property

_____ Sample of materials proposed to be used

A person commencing or completing work to the exterior of a building in an historic district without the necessary approval of the Commission is subject to forfeit of their building permit and possible legal action by the Commission. The Commission will make every effort possible to expedite the review process.

Owner's Signature

Date

Application received by the Commission or Clerk's Office: _____

Date