



# Town of Wellesley - Planning Department

## Denton Road NCD Commission

### APPLICATION FOR CERTIFICATE

**I. Application** *(See back for Application Materials & Guidelines)*

*The undersigned hereby applies to the Denton Road Neighborhood Conservation District Commission for a (check one box)*

- Determination of whether the application involves any exterior architectural features which are subject to approval. If the board finds that the application *does* involve any exterior architectural features which are subject to approval by the Commission, then I would like to apply for the certificate listed below.
- I consent that the application involves exterior architectural features which are subject to approval of the Denton Road Neighborhood Conservation District Commission and would like to waive the determination and move immediately to hearing for a certificate of:

Certificate applied for *(check one box)*:

- Compatibility                       Non-Applicability                       Hardship

Property Address: \_\_\_\_\_

**OWNER**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT** *(fill out only if applicant is not the owner)*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**Architect** *(not required)*

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**TO BE COMPLETED BY WELLESLEY PLANNING DEPARTMENT**

Date of application: \_\_\_\_\_ Planning Department Staff: \_\_\_\_\_

Date of public hearing: \_\_\_\_\_ Date public notice sent: \_\_\_\_\_ DNCD#: \_\_\_\_\_ - \_\_\_\_\_

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

Determined Not to Affect Exterior Architectural Features: \_\_\_\_\_

Certificate awarded:    Compatibility \_\_\_\_\_    Non-Applicability \_\_\_\_\_    Hardship \_\_\_\_\_

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

Certificates of Appropriateness shall expire 18 months from the time of issuance unless otherwise extended by the Denton Road NCD Commission

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## **II. Application Materials & Guidelines**

*This application must be submitted with a \$25 filing fee and 8 sets of the following materials before any necessary meeting or public hearing date is set. An Additional \$50 Advertising Fee will be required for any application which requires a public hearing. Checks are payable to "The Town of Wellesley"*

1. Scaled drawings, including at minimum, site plans, floor plans, elevations, and details of significant features.
2. Photographs of all buildings or structures viewable from a public street, way, park or body of water.
3. Description and/or samples of the materials to be used for any alteration or construction.
4. Written narrative or description of the project, addressing the following:
  - a. Describe the scope of the proposed work to be performed.
  - b. Describe the historic and architectural significance of the Building, Structure or Setting, if any
  - c. The extent to which the integrity of the original design or style has been retained or previously diminished.
  - d. The potential adverse effect of the Alteration of, or proposed addition to the existing Building, Structure on the neighboring properties, the immediate streetscape and on the District as a whole.
  - e. The use, if possible, of energy-conserving materials and techniques.
5. For Demolition the written narrative should include:
  - a. The architectural or historical significance of the Building or Structure of which any portion is to be demolished, giving consideration to its possible eligibility for listing on the National Register of Historic Places.
  - b. The physical condition of the Building or Structure and its subsoil conditions, if applicable.
  - c. A claim of substantial hardship, financial or otherwise.
  - d. The design of any replacement Building(s) or Structure(s).

### **Submit Application to:**

**Town of Wellesley - Planning Department  
888 Worcester Street – Suite 160**

**Phone: (781) 431-1019 Ext. 2230**