



Town of Wellesley Historic District Commission  
**APPLICATION FOR CERTIFICATE**

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

*The undersigned hereby applies to the Wellesley Historic District Commission for a (check one box)*

- I consent that the application involves exterior architectural features which are subject to approval of the HDC and would like to waive the determination and move immediately to hearing for a Certificate of Appropriateness.
- 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:

Certificate applied for (*check one box*):       Appropriateness       Non-Applicability       Hardship

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

**OWNER**

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

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

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

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

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

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

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

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

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

**ARCHITECT** (*not required*)

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

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

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

**TO BE COMPLETED BY WELLESLEY PLANNING DEPARTMENT**

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

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

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

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

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

Signature of Chair or Planning Staff & Date of Decision: \_\_\_\_\_

*Certificates of Appropriateness shall expire twelve (12) months from the time of issuance unless otherwise extended by the Wellesley Historic District Commission*

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

This application must be submitted with a \$25 filing fee and 1 set of the following materials before any necessary meeting or public hearing date is set. Lack of proper / complete documentation or application materials may result in delayed action. An additional \$50 Advertising Fee will be required for any application which requires a public hearing. Checks should be made payable to "Town of Wellesley."

**Applicants are encouraged to consult with Planning Department Staff ahead of submitting any application. The Historic Preservation Design Guidelines (available on Town website) may be a useful resource in preparing an application.**

1. Scaled drawings, including at minimum, plot plan(s), site plans, floor plans, elevations, and details of significant features and proposed modifications.
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 general design arrangement, texture, and material of the features involved, and the relation of such features to similar features of buildings and structures in the surrounding area.
  - c. In the case of new construction or additions to existing buildings or structures, include or reference a plot plan that describes the appropriateness of the size and shape of the building or structure, both in relation to the land upon which the building or structure is situated and to the buildings and structures in the vicinity. Plot and/or site plans should include all buildings and structures above ground on the property to support the narrative description.
  - d. Describe how the proposed project is consistent with the historic aspects or the architectural characteristics of the surroundings and of the Historic District.

**Submit Application to:**

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

**Phone: (781) 431-1019 x 2232**