CAMBRIDGE HISTORICAL COMMISSION

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E-mail: histcomm@cambridgema.gov URL: http://www.cambridgema.gov/Historic

APPLICATION FOR CERTIFICATE

1. **The undersigned hereby applies to the Cambridge Historical Commission for a Certificate of (check one box): ◯ Appropriateness, ◯ Nonapplicability, or ◯ Hardship, in accordance with Chapter 40C of the Massachusetts General Laws and/or Chapter 2.78 of the Municipal Code.**

2. **Address of property:** _____ **, Cambridge, Massachusetts**

3. **Describe the proposed alteration(s), construction or demolition in the space provided below: (An additional page can be attached, if necessary).**

I certify that the information contained herein is true and accurate to the best of my knowledge and belief. **The undersigned also attests that he/she has read the statements printed on the reverse.**

Name of Property Owner of Record: _____

Mailing Address: _____

Telephone/Fax: _____ **E-mail:** _____

Signature of Property Owner of Record:_____
(Required field; application will not be considered complete without property owner's signature)

Name of proponent, if not record owner: _____

Mailing Address: _____

Telephone/Fax: _____ **E-mail:** _____

(for office use only):

Date Application Received: _____ **Case Number:** _____ **Hearing Date:** _____

Type of Certificate Issued: _____ **Date Issued:** _____

Instructions for Completing this Application:
An application must be filed with the Cambridge Historical Commission (CHC) before work begins. Twelve copies of the application should be attached to twelve copies of supplementary material such as sketches, scale drawings, site plans, specifications, or photographs sufficient to enable the CHC to understand the details of the work proposed and to make a determination on the application. Plans no larger than 11" x 17" are preferred. Please submit reduced copies of plans if originals are of a larger dimension. See our website or call for a list of meeting dates and deadlines.

The CHC staff welcomes advance inquiries for interpretations or advice. Please call 617/349-4683.
An application is considered incomplete without accompanying plans and drawings. The CHC reserves the right to determine an application incomplete at the time of hearing the application if it determines that the plans, drawings and other information submitted are not sufficient to enable it to determine whether to grant or deny a certificate.

Owners are urged to appear before the CHC in person or to designate an agent to act for them. The CHC will deem the agent to be authorized by the owner to make decisions regarding the extension or waiver of the period within which the CHC is otherwise required to make a determination on the application. All meetings are open to the public.

Administration of Historic Districts, Landmarks, and Protected Properties:
The administration of historic districts and landmarks is guided by the provisions of Ch. 40C of the Mass. General Laws and by Ch. 2.78 of the Code of the City Of Cambridge. Other properties may also be subject to CHC jurisdiction including properties with conditional variances and properties governed by individual preservation restrictions.

Any new construction, alteration of exterior architectural features, or demolition within an historic district or on the premises of a protected property or a designated landmark must be reviewed by the CHC. No building permit for such work on a protected property, designated landmark, or property within a historic district may be issued by the Inspectional Services Department until a certificate has been issued. The CHC must approve the alteration or construction of all structures, including signs, fences, walls, terraces, walks, driveways, light fixtures and the like, which are "open to view from a public street, public way, public park or public body of water," whether or not a building permit is required, and must approve changes in exterior color for properties within a historic district or as otherwise agreed.

Prior to each hearing, the CHC staff will take slides or digital photographs of the subject property in daylight with ordinary camera equipment for the purpose of documenting the publicly visible conditions of buildings and exterior architectural features for the CHC and the public to view at the hearing. More information can be provided on request.

The CHC issues three types of certificates. A Certificate of Appropriateness will be issued when the CHC has determined that the construction or alteration will be appropriate for or compatible with the preservation or protection of the historic district, designated landmark, or other protected property. A Certificate of Nonapplicability may be issued when an application does not involve an exterior feature, or when the exterior feature is not then subject to CHC review. A Certificate of Hardship may be issued when failure to approve an otherwise inappropriate project would involve substantial hardship to the applicant and the CHC determines that the project can be accomplished without substantial detriment to the purposes of the district, preservation restriction, or landmark designation.

The CHC considers each application on its own merits, and does not apply specific architectural guidelines. Landscaping with plant materials is not subject to CHC review unless it is planned in conjunction with alterations or new construction. The CHC must approve projects that are not incongruous with the historic aspects or the architectural characteristics of the protected property, landmark, or historic district.