



Town of Sudbury

Historic Districts Commission

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314

HistoricDistricts@sudbury.ma.us

www.sudbury.ma.us/historicdistricts

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS PERMIT OR DEMOLITION

APPLICATION PROCESS DETAILS

- Applications for new construction and additions often require more than one (1) public hearing. Please be sure to plan accordingly.
- For specific construction requirements, please refer to the Historic Districts Commission General and Specific Guidelines found on the Historic Districts Commission's homepage on the Town of Sudbury website under "Documents".
- Please See "FAQs" #7 (found on the Historic Districts Commission's homepage on the Town of Sudbury website) for more information regarding the application process.

REQUIRED APPLICATION MATERIALS

When filing your application, please be sure all relevant information listed below is submitted. Insufficient information can delay the application process. When necessary, plans should be submitted on 11" x 17" paper for readability.

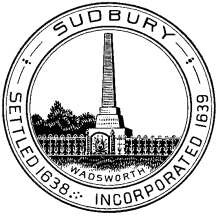
1. For new construction or additions, scaled drawings of exterior elevations of the existing and proposed conditions showing all exterior features accurately and completely.
2. Photographs showing existing conditions. Photographs should show primary structures (e.g., house) in relation to the changes being proposed. Photographs should be from different angles. For new construction, photographs of the construction site should be included.
3. Complete product specifications (manufacturer, model, measurements, color, materials, etc.) for windows, doors, lights (exterior), paint, etc.
4. Plot Plans for new construction or additions.
5. Completed Checklist for Application Details (please see the table above).

Please submit three (3) hard copies of the application form and all supporting materials, as well as a PDF with all the application materials combined together. A public hearing will generally be scheduled within four (4) weeks from the time of receipt of the completed application materials.

For a complete schedule of public hearing dates and submission deadlines, please visit the Historic Districts Commission's homepage on the Town of Sudbury website. Supplemental application materials must be delivered to the Planning and Community Development Department no later than one (1) week prior to a scheduled meeting to allow time for review.

You will be billed at a later time after you submit your application materials for the cost of running a public hearing notice in the local newspaper. When the time comes to submit this payment, please prepare a check payable to the "Town of Sudbury" to cover this cost.

Any modifications in the physical characteristics of the lot, such as changes of grades, removal of trees, and/or shrubbery necessitated by action of the Board of Health, or for any other reason, shall be referred back to the Historic Districts Commission before construction takes place.



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APPLICATION FOR: _____ CERTIFICATE OF APPROPRIATENESS
_____ PERMIT FOR DEMOLITION OR REMOVAL

Date: _____

Please mark one of the following: Pursuant to Sections 7 and 8 of Chapter 40 of the Acts and Resolves of Massachusetts, 1963, this application is hereby made for issuance of a: Certificate of Appropriateness for Construction () Reconstruction () Alteration () Painting () of a building or structure, or Addition to () or Rearrangement of () Landscaping; or a Permit for Demolition () or Removal () for the project at the subject location and as described below.

Property Address & Parcel Number: _____

Description of Proposed Work:

APPLICANT INFORMATION

Name: _____

Signature: _____

Address: _____

Phone: _____ Email: _____

OWNER INFORMATION (if different from above)

Name: _____

Signature: _____

Address: _____

Phone: _____ Email: _____

Date Application Received: _____ By Whom: _____

Fee Received: _____ Case #: _____

CHECKLIST FOR APPLICATION DETAILS

Applicant: _____ Date: _____

Address: _____

Site Work	Description
Square Footage	
Height/Elevation	
Siding	
Windows: Light Configuration, Storms, SDL, TDL, Make, Model	
Doors/Storm Doors	
Chimney Masonry	
Porches, Railings, Columns	
Roof: Material, Color	
Exterior Lighting	
Gutters/Downspouts	
Paint: Make, Color, Sample	
Foundation	
Driveway(s) or Walkway(s)	
Fences/Walls	
Trees to be Removed	
Signage	