

## PROCEDURES FOR FILING APPLICATIONS

- A. Be prepared to apply for approvals well in advance of commencing any exterior work. Before making any changes to the exterior of a property in an historic district, the owner should call or visit the Commission representative at the Department of Planning & Community Development to discuss proposed alterations and to determine the category of the application (Appropriateness, Non-Applicability or Hardship).
- B. The Commission normally meets on the first and third Wednesdays of each month and notices are posted at City Hall. The meetings are held at 120 Washington Street, 3rd floor, and begin at 7:00 p.m. All meetings are open to the public and any person is entitled to appear and be heard on any matter before the Commission before it reaches a decision.
- C. An application for a Certificate of Appropriateness or Hardship must be received by 3:00 p.m. on the Monday 16 days before the meeting in order to make the agenda. An application for a Certificate of Non-Applicability may normally be added to the agenda up to the day of the meeting. In some cases, a Certificate of Non-Applicability may be issued by the Clerk, without review by the full Commission, after notifying Commission members and allowing 24 hours for any objection. There is no fee for any applications.
- D. All applications for Certificates of Appropriateness or Hardship require a public hearing. Notice of the hearing must be posted with the City Clerk 14 days before the hearing and abutters must be notified in writing. Commission staff will handle these procedures. A public hearing is not required for a Certificate of Non-Applicability.
- E. Applications must be submitted by the owner of the property. A contractor for the owner, at the owner's request, may submit an application on the owner's behalf. In case of a tenant, a waiver of the owner's appearance may be granted at the discretion of the Commission if it is requested by the owner.
- F. All applications must include photos of existing conditions, taken from all public ways. No certificates can be issued until receipt of photos.
- G. An application will not be considered complete unless all work items are thoroughly described on scaled drawings and include specifications regarding dimensions, materials, and any other information needed for the Commission to visualize the changes in order to make a determination. Applications for paint colors should include a paint chip or chart. The following items should be included in your drawings as applicable (exhibits should be 8 ½ x 11 or be able to be folded to 8 ½ x 11):
1. Site plan showing location of improvements;
  2. Elevation drawings of the specific improvements;
  3. Details/profiles (i.e. moldings, fence caps, cornices, vents, etc.);
  4. Materials (i.e. wood, brick, etc.);
  5. Dimensions (i.e. size of trim); and
  6. Transformers, heat pump and condenser locations, electrical entries and meters, lamp posts, stove pipes.
- H. At the hearing, the Commission will discuss the application with the applicant or his representative, hear the abutters and take a vote. Owners having professional consultants such as architects or contractors are urged to have them be present at the hearing. If the application is approved, a Certificate will be mailed to the mailing address provided on the application and copies will be sent to the City Clerk and Building Inspector. Please note that the application can be continued until the next meeting if the Commission deems necessary (i.e. for reasons of incomplete drawings, to perform a site visit, etc.). In any case, the Commission must make a determination within 60 days from the date the application is received, unless the applicant waives that requirement in writing.
- I. A property owner or a contractor cannot receive a building permit unless a Certificate has been issued. Please be sure to obtain appropriate permits from the Inspector of Buildings (or other necessary permits and approvals) prior to commencing work.
- J. The homeowner may opt not to commence the work approved (unless it relates to resolving an outstanding violation). Work commenced must be completed within one year from the Certificate date unless otherwise indicated.
- K. The City of Salem reserves the right to inspect the project to determine compliance with the conditions set forth in the Certificate issued.

### Violations

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 fines of up to \$500 per day from the date of violation. The Commission is not responsible for an owner's neglect to inquire about necessary City permits and approvals. All records are public and we will confidentially assist you if you are concerned that someone in your neighborhood is in violation.

### Assistance

The Commission's guidelines are available for viewing at the City of Salem Department of Planning & Community Development (DPCD), at the Salem Public Library or on-line at [http://www.salem.com/Pages/SalemMA\\_Historic/index](http://www.salem.com/Pages/SalemMA_Historic/index). The guidelines provide examples of what is historically appropriate (or inappropriate) for Salem's neighborhoods including trim, siding, barrier free access, doors, fences, gutters/downspouts, masonry, mechanical equipment, paint colors, parking solutions, porches/steps, roofing, satellite dishes & solar energy systems, secondary egress, skylights, utilities, windows, etc. These guidelines help you understand what changes are likely or unlikely to be approved. The Commission supports your efforts to improve your property and can guide you on historical appropriateness. Further information, including City-wide architectural inventories, is available. For more information, contact the Clerk of the Commission at the DPCD, 120 Washington Street, Salem, MA 01970, 978 619-5985. Rev. 10/12



## Salem Historical Commission

120 WASHINGTON STREET, SALEM, MASSACHUSETTS 01970

(978) 619-5685 FAX (978) 740-0404

### APPLICATION FOR A CERTIFICATE OF HARDSHIP

Pursuant to the Historic District's Act (M.G.L. Chapter 40C) and the Salem Historical Commission Ordinance, application is hereby made for issuance of a Certificate of Hardship for:

- |   |                                   |   |                                     |
|---|-----------------------------------|---|-------------------------------------|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Moving   | <input type="checkbox"/> Reconstruction | <input type="checkbox"/> Alteration |
| <input type="checkbox"/> Demolition       | <input type="checkbox"/> Painting | <input type="checkbox"/> Sign           | <input type="checkbox"/> Other      |

District:      Derby Street      Lafayette Street      McIntire      Washington Square

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

Name of Record Owner (s): \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

#### Description of Work Proposed:

*(Please include required scale drawings, paint chips, catalog cuts and/or samples of material proposed, where applicable.)*

**Applications must include photos of existing conditions, taken from all public ways.**

Name of Applicant: \_\_\_\_\_ Owner Contractor Tenant Other: \_\_\_\_\_

Tel. #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

*Certificate will be mailed to the owner unless otherwise indicated here:*

Certificate should be mailed to: Name \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_