



# APPLICATION FOR CERTIFICATE

Please read the instructions before you complete this form.

CERTIFICATE OF: ☒ APPROPRIATENESS ☐ NON-APPLICABILITY ☐ HARDSHIP

**CONTACT INFORMATION:**

Property Address	88 Shaker Rd., Harvard, MA 01451
Property Owner Name	Amy Paul
Applicant Name	Amy Paul
Applicant Address	88 Shaker Road, Harvard, MA 01451
Telephone	818-388-9218
E-Mail Address	amyfosterpaul@sbcglobal.net

**DESCRIPTION OF WORK PROPOSED:** (You may attach additional pages to describe your proposed work)

If project consists of several different tasks, begin by listing each task, then describe each task in detail including drawings and photos as necessary. You may attach additional pages to describe your proposed work.

Replace damaged and deteriorating cedar shake roof with asphalt shingle roof.  
Shingles will be Certainteed Landmark Premium "Max Def Weathered Wood" (see attached photos).

**LIST OF ATTACHMENTS:** (Please check off the listed items when attached)

Site Plan (showing changes)		Construction Drawings	
Photos taken from street	X	Building material samples	
Photos of areas to be worked	X		

**APPLICANT SIGNATURE** (Sign to submit application)

**DATE**

Amy Paul	3/30/21
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**GRANT OF EXTENSION.** (With the following signature, the applicant grants permission to the Commission to review the application at its next scheduled monthly meeting in lieu of holding a Special meeting.)

Amy Paul	3/30/21
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## HHC APPLICATION FOR CERTIFICATE AND INSTRUCTIONS

### WHAT CHANGES REQUIRE THE APPROVAL OF THE HISTORICAL COMMISSION?

In Historic Districts, if you wish to modify any part of your property that is visible from a public way, you must first get the approval of the Harvard Historical Commission (HHC). Alterations include changing windows and doors, changing a paint color, new additions, demolitions, new fences, new paved walkways, new steps, and adding solar panels. Approval is not required for any repairs, repainting the same color, interior changes or landscaping. For a complete list see the Harvard Historic District bylaw (Chap 48) or the HHC Design Guidelines on the Residents' Page of the HHC website. You may also ask your HHC Advocate who will be assigned to you when you first contact the HHC.

### WHAT IS THE APPROVAL PROCESS?

#### 1. SUBMIT AN APPLICATION

Download an application form from the HHC website<sup>1</sup>, or get one from the Town Clerk. Complete and submit the application to the Town Clerk. **NOTE: The application process begins only when you bring your Application to the Town Clerk who will time-stamp the Application and notify the Historical Commission.** The application must include:

- a. Your name, address, and a description of what you want to do,
- b. If your proposed changes are extensive, include pictures, drawings and a plot plan,
- c. If you submit your application during the two week period following the HHC monthly meeting (1<sup>st</sup> Wednesday of the month), please check-off the "Grant a first review extension" box to avoid having to call a Special Meeting. This will not extend the 60 day length of the overall decision process for your application.

#### 2. HHC DETERMINES WHETHER PROPOSED WORK MUST BE REVIEWED AND IF SO, WHETHER IT IS SUBSTANTIAL.

At its next meeting (attendance is not required), the HHC will determine whether the proposed work falls within the jurisdiction of the Commission. If so, the Commission will determine whether your proposed work is a:

- a. **Substantial** change which requires a public hearing; or
- b. **Insubstantial** change that needs HHC review and approval, but not a public hearing.

If your application does not require review, you may request a *Certificate of Non-Applicability* and proceed with your project.

If your application is determined to be **Substantial**, then a hearing will be held at the next HHC meeting, and a legal notice will be published in the local newspaper at least 14 days before the hearing. You will be billed \$25 for an abutters list and \$50 for the legal notice. At the same time, a notice of the public hearing will also be mailed to abutters in your Historic District, the Town Clerk and the Building Inspector. Please obtain an abutters' list with a 300 ft radius and in mailing label format.

If your application is determined to be **Insubstantial**, then your application will be reviewed at the next HHC meeting without a public hearing. A notice will be mailed to abutters of your Historic District at least 10 days before the meeting, advising your neighbors that your application will be reviewed without public hearing unless a resident requests within the 10 day period that your application be reviewed in a public hearing. If no requests for a public hearing are received, the Commission will proceed with a review without a public hearing during their next monthly meeting.

#### 3. HHC DECIDES

At its next meeting, HHC will decide whether your proposal is:

- a. **Approved** – HHC will issue a Certificate of Appropriateness which can include conditions, and is good for 2 years. A copy will be sent to you, the Town Clerk and the Building Inspector. You may proceed with the project.
- b. **Disapproved** - HHC will state the reasons why it is inappropriate, and may describe what would be approved on a subsequent application. A copy will be sent to you, the Town Clerk and the Building Inspector. In some cases, if it is disapproved, HHC may consider granting you a hardship, see "What if I have a Hardship?" below. In some cases, rather than simply disapprove, HHC may give you 14 days to modify your application so that it can be approved. To make this possible, you may need to request an extension to the 60-day limit mentioned below.

#### HOW LONG DOES THIS PROCESS TAKE?

It takes a maximum of 60 days. HHC must get its decision to the Town Clerk within 60 days of the time you filed your application with the Town Clerk. If the HHC does not meet this deadline, they will send you a Certificate of Hardship for failure to act, and you can proceed with the project.

#### WHAT IF I HAVE A HARDSHIP?

If your situation is so unusual that it would create a hardship if you were not allowed to proceed, then HHC may grant you a Certificate of Hardship if it feels it is not a detriment to the public welfare, or substantially derogates the intent or purpose of the Historic District bylaw. An example of a hardship that might be allowed is if your building is visible on all four sides from a public way so that you have no place to make an alteration that may be inappropriate. If you wish to request a hardship, check the Hardship box on your application.

*Note: This Q&A provides highlights of the HHC process in general. For added details, please refer to the Harvard Bylaw and the HHC Design Guidelines on the HHC website.*