



APPLICATION FOR CERTIFICATE

Please read attached instructions and contact a member of the Harvard Historical Commission before you complete this form.

CERTIFICATE OF: ☐ **APPROPRIATENESS** ☐ **NON-APPLICABILITY** ☐ **HARDSHIP**

CONTACT INFORMATION:

Property Address	
Property Owner Name	
Applicant Name	
Applicant Address	
Telephone	
E-Mail Address	

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, plans, and photos as necessary. You may attach additional pages to describe your proposed work.

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

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

APPLICANT SIGNATURE *(Sign to submit application)*

DATE _____

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INSTRUCTIONS: HHC APPLICATION FOR CERTIFICATE

WHAT CHANGES REQUIRE THE APPROVAL OF THE HISTORICAL COMMISSION?

If your property is located in either of Harvard's Historic Districts and you wish to make any modification or repair that is visible from a public way, you must first file an application with the Harvard Historical Commission (HHC). Alterations include, but are not limited to, changing windows and doors, changing a paint color, new additions, partial or complete demolitions, new fences, new paved walkways, new steps, heating and cooling systems, and solar panels. Certain changes are exempt from review, others may be deemed "ordinary maintenance" and are subject to a fast-track approval. For more information see the Harvard Historic District bylaw (Chap 48), the HHC Rules and Regulations and the HHC Design Guidelines on the HHC website. You may also ask for guidance from an HHC Advocate who will be assigned to you when you contact the HHC. Please note that if you are not yet ready to file an application and initial feedback would be helpful, you may seek a "concept review" during which the commissioners will informally review your proposed project. Consult the HHC Rules and Regulations for details.

WHAT IS THE APPROVAL PROCESS?

1. SUBMIT AN APPLICATION

Download an application form from the HHC website, or obtain one from the Town Clerk. Complete and submit the application in triplicate (one for the Town Clerk, one for the HHC, and one for the Building Inspector). **NOTE: The application process begins when you submit your completed Application (with any attachments) to the Town Clerk who will time-stamp the Application and notify the Historical Commission.** In order to be considered complete, the application must include:

- a. Your name, address, and a detailed description of your project, and
- b. Pictures, scaled drawings and plans detailed enough to show the architectural design, examples of materials to be used, paint colors, and a plot plan (if applicable to the project).

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

If your project is determined to be **non-applicable because the work is exempt, no review is required and you may proceed.** **Note that exempt projects do not require an application but you may file one if you are unsure.** **If your project is determined to be non-applicable because it involves ordinary maintenance, for example replacing a porch rail with the same materials and design, your application will be reviewed and approved in one meeting.**

If the project requires further review (not exempt or ordinary maintenance), the HHC will determine (during a meeting) whether your proposed work is a(n):

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

If your application is determined to be **Substantial**, a hearing will be held at the next HHC meeting. Legal notice must be published in the local newspaper at least 14 days before the hearing and notice of the public hearing must be mailed to abutters, the Town Clerk, the Planning Board, and the Building Inspector. Please obtain an abutters' list with a 300 ft radius, in mailing label format, for a residential certificate and an all-district abutters list for a commercial property. You will be billed \$25 for an abutters list from the assessor's office and \$50 for the legal notice from the newspaper. HHC commissioners will help you with this process.

If your application is determined to be **Insubstantial**, your application will be reviewed at the next HHC meeting without a public hearing. Notice must be mailed to abutters 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 10day period that it be reviewed in a public hearing. The Commission will proceed with a review without a public hearing during the next monthly meeting. (see above for information on how to obtain an abutters list) Further information regarding the difference between a substantial and insubstantial change may be found in the Rules and Regulations on the HHC website.

3. HHC REVIEWS and DECIDES

At its next meeting, HHC will review your application and related information and decide whether your proposal is:

- a. **Approved** – HHC will issue a Certificate of Appropriateness which may 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. A copy will be sent to you, the Town Clerk and the Building Inspector. In some cases, HHC may make suggestions for changes that would make the application acceptable and give you 14 days to modify your application after which it would be approved. To pursue this option, you may need to request an extension to the 60-day limit mentioned below. In some cases, if your application is disapproved, HHC may consider granting you a hardship, see "What if I have a Hardship?" below.

HOW LONG DOES THIS PROCESS TAKE?

It takes a maximum of 60 days, unless extended with your permission. HHC must file its decision to the Town Clerk within 60 days of the time you filed your completed application. If the HHC does not meet this deadline, you will receive a Certificate of Hardship for failure to act, and you can proceed with the project. Note that in some cases the 60 day deadline is extended, for example when the applicant changes aspects of the project or seeks to make modifications that would make it acceptable.

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 your project is not a detriment to the public welfare, or substantially derogates the intent or purpose of the

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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 additional information, please refer to the Harvard Bylaw, the HHC Rules and Regulations and the HHC Design Guidelines on the HHC website.