



Hingham Historic Districts Commission

Town Hall, 210 Central Street, Hingham, Massachusetts 02043

Application Requirements for a Certificate of Appropriateness

Projects that call for exterior changes to a property within an historic district which will be visible from a public way require a Certificate of Appropriateness. must be reviewed by the Historic Districts Commission in a public hearing.

In order to ensure that all applications receive full and timely consideration, the Historic Districts Commission requires that a complete submission is received in the commission office on or before the posted due date. Incomplete submissions will not be accepted.

Complete Submission

A complete submission includes **one (1) original plus ten (10) copies** of each of the following:

- Application signed by the property owner
- Documentation (see below)
- Exhibits (see below)

Documentation or Exhibits submitted to the Commission must be no larger than 11" x 17" and must include:

- **Site Plan** differentiating *existing* and *proposed construction*. A graphic scale is required.
- **Architectural Plans** and detailed elevations for large projects, such as new construction; or drawings and specifications for small projects, such as fencing. All drawings must be dimensioned with graphic scales. NOTE: The Commission may require large scale details and or profiles for certain elements (i.e. the junction of the roof and cornice with gutter). These details must have graphic scales.
- **Roof Plan** showing pitches and roof penetrations, i.e., vents, gutters, skylights, etc.
- **Differentiation of existing and proposed construction**
- **Vendor Brochures** for windows, doors, lighting or other details
- **Photographs** showing all four aspects (front, rear and both sides) of existing structures. Photos must clearly show the work site and its context. Photographs submitted are part of the project file and cannot be returned.
- **Additional Requirements**
The Commission may request the following to illustrate the proposed massing of the project:
 - a. Rendered elevations showing shade and shadows
 - b. Perspective drawings
 - c. A "white card" model at a scale of 1/4 inch = 1 foot differentiating proposed new construction from existing.
 - d. Story poles erected on site (see "Guidelines for Work in Historic Districts")

All exhibits must be clearly labeled with property address, date, and page or drawing numbers.



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Application Requirements for a Certificate of Non-Applicability (Maintenance and Repair)

Certificates of Non-Applicability are typically issued for projects on historic properties that do not change the exterior appearance of a building or hardscape element, or are not visible from the public way. An application and certificate are maintained as a record of work done to historic properties over time.

Complete Submission

A complete submission for a Certificate of Non-Applicability requires 3 copies as follows:

- Original application signed by the property owner
- Two (2) additional copies of signed the application

Please Note:

Some projects may require a photo of existing conditions, and a photo of the finished project. For example, to obtain approval to rebuild a chimney, a photo of the existing chimney must be submitted with the application. A second photo showing the rebuilt chimney must be submitted when the project is finished. The Administrator will advise you if photos or other exhibits are needed.

Questions? Please contact the Administrator at 781.741.1492.



TOWN OF HINGHAM
Historic Districts Commission
210 Central Street ~ Hingham, Massachusetts 02043

APPLICATION for CERTIFICATE

Instructions: Please print. Complete the applicable information including a description of the proposed project and exhibits submitted. Use additional sheets as necessary. The signature of the property owner is required for all projects.

Check type of Certificate for which application is submitted:

CERTIFICATE OF APPROPRIATENESS

Note: Please see "Application Requirements for a Certificate of Appropriateness" for guidance in preparing a complete submission.

CERTIFICATE OF NON-APPLICABILITY for the following reason(s):

- Not visible from any public street, way, place, or body of water
Maintenance, repair or replacement using same design, materials, colors
Proposed work, design, materials and colors according to approved guidelines
No architectural features involved
Reconstruction similar to original following fire or other disaster
Other

Note: Please see "Application Requirements for a Certificate of Non-Applicability" for filing instructions.

CERTIFICATE OF HARDSHIP - financial or otherwise as described herein and not a substantial derogation from intent and purposes of law.

LOCATION of work: _____ Historic District: _____
OWNER: _____ Telephone: _____
Address: _____ Email: _____
ARCHITECT or DESIGNER: _____ Telephone: _____ Email: _____
Address: _____ MA Registration No: _____
ENGINEER: _____ Telephone: _____ Email: _____
Address: _____ MA Registration No: _____
CONTRACTOR: _____ Telephone: _____ Email: _____
Address: _____ MA Registration No: _____

DESCRIPTION of proposed work:

EXIHIBITS submitted:

Inspection of the premises is hereby authorized

Signature of Owner

Date