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APPLICATION FOR AN HISTORICALLY SIGNIFICANT BUILDING OR STRUCTURE DEMOLITION/REMOVAL PLAN REVIEW PURSUANT TO LAWRENCE'S DEMOLITION DELAY ORDINANCE

Notice: Application must be typewritten, completed in full and accompanied with 9 copies of completed application packages as noted in the attached checklist. One copy must be filed with the City Clerk prior to filing with the Lawrence Historical Commission. All copies must be complete with all attachments.

1. Property Location

2. Zoning District

3. Applicant(s)

Address

4. Telephone

5. Owners of Properties

Address

Telephone

6. Attorney or Agent for Applicant

Address

Telephone

7. Describe the reasons for the proposed demolition/removal including all data to justify the need for the demolition/removal.

8. Description of proposed or existing Building, Lot, Occupancy, Work and/or uses
 - a. Lot Size s.f Building Size s.f.
 - b. Existing Occupancy or Use of each floor
 - c. Proposed Work and/or Uses in detail if demolition is allowed (attach additional sheets if necessary)

9. Have there been any other appeals or a request for a Variance or Special Permit under Zoning for this property?

If yes, a copy of each decision must be filed with this application.

10. Have there been any previous building zoning violations, court orders and/or building permits issued at this location? If so, when?

11. Is a hearing before any other City Board required for this use?

If yes, please list

Signature of Applicant _____ Date:

Signature of Owner(s) _____ Date:

Signature of Representative _____ Date:

The petitioner/applicant/appellant is fully responsible for completion of this application and for providing all required and requested documents. **Incomplete applications are unacceptable.** The Zoning Board strongly recommends that the petitioner/applicant/appellant seek appropriate assistance and representation for this application request. Unfamiliarity with zoning procedures may cause unanticipated and unnecessary delay. Representation without proper written authorization by the petitioner/applicant/appellant is unacceptable. Neither the Building Commissioner, the Land Use Planner nor their staff is responsible for the completion of this application.

The Lawrence Assessors' Office
Instructions to Petitioners for Abutters Lists

The City of Lawrence mails a **Notice of Hearing** and **Notice of Decision** to all parties in interest **within three hundred (300) feet of the property line** of the petitioner's property.

To prepare a complete application, the petitioner must:

- I. Obtain the applicable tax map(s) for the site from the assessors office;
- II. Identify the Parties in Interest, i.e., the petitioner/applicant, immediate abutters, owners of land directly opposite on any public or private street or way and abutters to abutters within three hundred (300) feet along the property sideline in an easterly or westerly direction from the property lines of your site as they appear on the most recent applicable tax list, notwithstanding that the land of any such owner is located in another city or town.
- III. List all the tax map numbers of the parcels identified above on the forms provided;
- IV. Prepare a typewritten list of abutters and their mailing address for certification by the city tax assessor; and
- V. Provide **two (2) sets** of mailing labels listing the property owner's name and certified mailing address for each abutter identified through the above process. Your name, the site owner's name and the site address should be at the top of the list.

NOTE:

- a. Where a petitioner's property line is within three hundred (300) feet of an adjacent town, the petitioner must also supply a certified list of abutters from the adjacent town's tax assessor; the applicable tax map for verification; and complete a label form for each abutter. All information must be typed on the forms provided by the adjacent town.
- b. Familiarize yourself with zoning requirements, because erroneous notification(s) to abutters can jeopardize or invalidate your permit.
- c. Use the attached forms and prepare your list carefully and neatly. All information must be typed on the forms provided.
- d. Every effort will be made to certify the listing you submit as soon as possible, but the assessor has 10 days, after the receipt your written request, to verify the owner's names and addresses supplied on your list.
- e. The assessors maps utilized are for assessing purposes only: therefore, they are not of survey accuracy. In the case of questionable parcels, you should include any adjacent lots rather than eliminate one due to any difference in a scaled dimension.
- f. Our requirements are to certify your list as to accuracy of our "most recent applicable tax list." This certification does not include any recent transfers of ownership that we have not received.

Please do not hesitate to ask either the requesting authority or your assessors should you have any questions about your request for certification. Thank you

If a public hearing is ordered by the commission, please provide the following information regarding the abutters

List of owners to receive Notice

Petitioner:

Mailing Address:

Site Address:

List all owners within three hundred (300) feet of the site.

Assessors

Map	Lot	Owner	Mailing Address
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Site:

Abutters:

For Tax Assessor's Use Only

According to our records of this date, certified by the **City of Lawrence Board of Assessors**. This review is based upon our existing parcel maps, which are compiled for assessing purposes only; therefore, they are not drawn to survey accuracy for conveyances. This certification does not include any recent transfers of ownership that have not been received by the assessor's office. Every effort has been made to maintain these records as legally required.

Tax Assessor's Signature

Date

Page ____ of ____.

Typed Name and Title

IMPORTANT

- ** INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
- ** PETITIONER/APPLICANT OR PETITIONER’S/APPLICANT’S REPRESENTATIVE IS SOLELY RESPONSIBLE FOR COMPLETION OF THE APPLICATION AND FULFILLMENT OF ALL REQUIREMENTS, NOT THE BUILDING COMMISSIONER, HISTORIC COMMISSION, LAND USE PLANNER, NOR THEIR STAFF.
- ** COMPLETE PACKAGE – ARTICLES I THROUGH VIII REFERRED TO ON THE CHECKLIST MUST ACCOMPANY THE APPLICATION PACKAGE.
- ** FAILURE TO COMPLY WITH ANY OF THESE REQUIREMENTS WILL RESULT IN THE PETITION NOT BEING PLACED ON THE AGENDA AND NOT HEARD.
- ** THE BUILDING COMMISSIONER, LAND USE PLANNER AND THE ZONING BOARD OF APPEALS RESERVES THE RIGHT TO REJECT INCOMPLETE APPLICATIONS AT ANY TIME.
- ** THE HISTORIC COMMISSION STRONGLY SUGGESTS CONTACTING THE ABUTTERS, NEIGHBORHOOD GROUP, IF ANY, AND THE APPROPRIATE CITY COUNCILLOR (S) OF THE SUBJECT PROPERTY FOR ADDITIONAL COMMENTS AND INPUT, PRIOR TO COMPLETING AND SUBMITTING YOUR APPLICATION.

SPECIAL NOTICE

If you are or feel unable to complete the application as it is intended, you are advised to seek assistance. Please be advised that neither the Building Inspector, the Historic Commission, the Land Use Planner, the City Clerk nor their staff can help you with this matter.

The acceptance by the City Clerk of your application shall not be construed to mean that the Board will accept it as being properly drafted.

Prior to hearing your petition, the Board will review it to ascertain if it is completed properly.

The Historic Commission reserves the right to dismiss without prejudice any matter before it on the basis of an incomplete application.

I _____ have read the application directions
(Applicant’s signature(s) and this special notice.

AUTHORIZATION OF REPRESENTATION

I/we _____ owner(s)
of record of _____ (address)
hereby authorize(s) _____ (applicant)
and/or _____ ,(authorized representative)
to represent me/us/it before the Lawrence Historic Commission.

Owner of Record's signature

Applicant's signature

Authorized representative's signature

Date

AUTHORIZATION OF REPRESENTATION

I/we _____ owner(s)
of record of _____ (address)
hereby authorize(s) _____ (applicant)
and/or _____ ,(authorized representative)
to represent me/us/it before the Lawrence Historic Commission.

Applicant's signature

Authorized representative's signature

Date

CHECKLIST

**HISTORICALLY SIGNIFICANT BUILDING OR STRUCTURE DEMOLITION/
REMOVAL PLAN REVIEW**

(See Sec. 15.37.030 – Lawrence Municipal Code)

NOTE: This form is to be completed by the petitioner and/or authorized representative and a copy is to be attached to each application package.

Please check as attached.

I. APPLICATION

_____ 9 copies mandatory

1. MUST be typewritten and completed by petitioner or representative.
2. Petitioners are responsible for obtaining the abutters list. The Building Commissioner will provide you with the Map and Lot #s from the Real Estate Assessor's Map. Subsequently, you shall obtain the abutters names and addresses from the Assessor's Office; after the list is completed by the Applicant, the Historical Commission clerk will notify the abutters listed. The Assessor's list may not be updated; therefore the Board strongly recommends that you personally notify your immediate abutters.
3. MUST have all pertinent information noted, including owners names and signatures.
4. Incomplete applications will not be accepted.

II. MAP

(see Section 15.37.030 (C) 1 of the Lawrence Municipal Code)\

_____ 9 copies mandatory

- a. 1. MUST show present location of building to be demolished or removed on the site with references to lot lines and neighboring buildings.

NOTE: A certified Site Plan is not required.

III. COPY OF PREVIOUS ZONING AND/OR PLANNING DECISIONS INCLUDING VARIANCES, SPECIAL PERMITS, AND/OR SITE PLAN APPROVAL, ZONING VIOLATIONS, COURT ORDERS, AND/OR BUILDING PERMITS IF ANY.

_____ 9 copies mandatory

IV. COPY OF THE MOST RECENT DEED (CURRENT OWNER (S)) RECORDED AT THE NORTH ESSEX REGISTRY OF DEEDS. (Include Book and Page numbers or Instrument number of Recording.)

_____ 9 copies mandatory

- V. 3" x 5" PHOTOGRAPHS OF ENTIRE SITE INCLUDING ALL SIDES
OF THE SUBJECT BUILDINGS OR STRUCTURES
(different views) _____
Original plus 8 copies
- VI. CERTIFIED CHECK, CASHIERS CHECK OR MONEY ORDER ONLY.
(No personal checks or cash accepted.) _____
See fee schedule
- VI. COPY OF THE AUTHORIZATION FORMS. _____
9 copies mandatory
- VIII. DATE AND SIGNATURE (S) *** MANDATORY ***
Including: Property owner
Applicant/petitioner (if different) and
Applicant/petitioner's representative.

LAWRENCE HISTORICAL COMMISSION

FEE SCHEDULE

Initial application filing fee \$50.00 Payable to the City of Lawrence

If public hearing is ordered:

Demolition/Removal Plan	\$200.00	Payable to the City of Lawrence
	\$150.00	Payable to the Eagle Tribune (for advertising expenses)

The petitioner/applicant shall be responsible for payment of any study requested by the Commission.

The petitioner/applicant shall be responsible for payment of all costs associated with the Registry of Deeds.

ONLY CERTIFIED CHECKS, BANK CHECKS OR MONEY ORDERS ACCEPTED.

Effective 7/03/03