



**CITY OF LAWRENCE  
PROSPECT HILL LOCAL HISTORIC DISTRICT COMMISSION  
PLANNING DEPARTMENT  
225 ESSEX ST.  
(978)-620-3500**

**APPLICATION FOR CERTIFICATE**

Instructions: Please type or print. Submit applications and exhibits in twelve complete sets. Add sheets if necessary.

**Check type of Certificate applied for:**

**Certificate Of Appropriateness** for work as described and exhibits filed.

**Certificate Of Non-Applicability** for the following reasons:

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

**Certificate Of Hardship**, financial or otherwise described herein and not a substantial derogation from intent and purposes of law.

**CATEGORY OF WORK PROPOSED (see instructions)**

- a.  New construction
- b.  Reconstruction
- c.  Restoration
- d.  Alteration
- e.  Relocation
- f.  Demolition
- g.  Other (Specify) \_\_\_\_\_

**LOCATION OF STRUCTURE OR EXTERIOR FEATURE (see instructions)**

- a.  Visible from a public way
- b.  Not visible from a public way
- c.  Other (Specify) \_\_\_\_\_

**TYPE OF STRUCTURE OR EXTERIOR FEATURE (see instructions)**

- 1.  New building

2. <input type="checkbox"/> Existing building	<input type="text"/>
a. <input type="checkbox"/> Built in the year	<input type="text"/>
b. <input type="checkbox"/> Exterior change limited to roofing or siding	<input type="text"/>
c. <input type="checkbox"/> Exterior change limited to placement and details of doorways, windows, shutters, or lighting fixtures	<input type="text"/>
d. <input type="checkbox"/> Exterior change limited to other appurtenant fixtures (Specify):	<input type="text"/>
e. <input type="checkbox"/> Major structural change (Specify):	<input type="text"/>
f. <input type="checkbox"/> Exterior change limited to fence or wall	<input type="text"/>
g. <input type="checkbox"/> Exterior change limited to terrace, walk, driveway or parking other than at grade level	<input type="text"/>

Location of work  Historic District

Owner  Telephone

Address

**Architect or Designer**  Telephone

Address  Mass. Registration No.

**Engineer**  Telephone

Address  Mass. Registration No.

**Contractor**  Telephone

Address  Mass. Registration No.

Description Of Proposed Work:

<input type="text"/>

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List Exhibits: Drawings, specifications, photographs, materials and colors attached to application.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

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Inspection of the premises is hereby authorized.

Date

Owners Signature

If any increase in square footage, height, or enclosed space- including garages – is proposed or if any change in use or occupancy is required certification is hereby made that a Zoning Variance has been issued by the Zoning Board of Appeals or that these items will be heard before the Zoning Board of Appeals on  . The Commission will not hold a hearing on the Application before that date.

**DOCUMENTATION ATTACHED (see instructions)**

a. <input type="checkbox"/> Photographs	Signatures – Both are required
b. <input type="checkbox"/> Material or Color Samples	
c. <input type="checkbox"/> Manufacturer's Illustration	Applicant _____
d. <input type="checkbox"/> Plans, Elevations & sections	
e. <input type="checkbox"/> Shop drawing (s)	Owner _____
f. <input type="checkbox"/> Site or Plot Plan	*If this is a Condominium, the Chairman must sign
g. <input type="checkbox"/> Other _____	

**THE APPLICANT MUST SUPPLY SCALE DRAWINGS AND PHOTOGRAPHS OF EXISTING CONDITIONS AND ALL PROPOSED WORK. INSUFFICIENT DOCUMENTATION AND INCOMPLETE APPLICATIONS WILL BE RETURNED.**

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**FOR COMMISSION'S USE ONLY:**

Date received: \_\_\_\_\_

Date of Preliminary Review: \_\_\_\_\_

Receiver: \_\_\_\_\_

Date of Final Drawings: \_\_\_\_\_

Application No.: \_\_\_\_\_

Date of public hearing and approval: \_\_\_\_\_

Waivers of hearing received: \_\_\_\_\_

Date of Final Construction drawings: \_\_\_\_\_

Date received: \_\_\_\_\_

**TYPE OF CERTIFICATE ISSUED:**

a. <input type="checkbox"/> Appropriateness
b. <input type="checkbox"/> Non-Applicability
c. <input type="checkbox"/> Hardship
d. <input type="checkbox"/> Other
e. Date of issuance: _____

**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:**

1. Obtain the applicable tax map(s) for the site from the assessors office;
2. 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.
3. List all the tax map numbers of the parcels identified above on the forms provided;
4. Prepare a typewritten list of abutters and their mailing address for certification by the city tax assessor; and
5. 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:

For more information, contact the Office of the Vice President for Research and Economic Development at 515-294-6450 or [research@iastate.edu](mailto:research@iastate.edu).

**Mailing Address:**

1. **What is the primary purpose of the study?**

Site Address:

11. *What is the primary purpose of the following statement?*

**List all owners within Three Hundred (300) feet of the site.**

### Assessors'

**Map      Lot      Owner**

## **Mailing Address**

### 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.

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**Tax Assessor's Signature**

Date

Typed Name and Title



**CITY OF LAWRENCE  
PROSPECT HILL LOCAL HISTORIC DISTRICT COMMISSION  
PLANNING DEPARTMENT  
225 ESSEX ST., LAWRENCE, MA 01840  
(978)-620-3500**

**INSTRUCTIONS AND INFORMATION  
For filing an application for a  
CERTIFICATE  
For work in a Local Historic District**

**I. CONTACT THE HISTORIC DISTRICT COMMISSION BEFORE YOU BEGIN.**

Anyone contemplating exterior work within an Historic District may contact the Commission to discuss a project before an application is made. We can tell you what types of work require a Certificate, whether you need to apply, and give you an idea of the types of things that will be approved. A list of Commission members is attached, and any member will be glad to answer your questions, or to set up an appointment on the Commission's meeting agenda to discuss your plans.

**II. HOW TO FILL OUT AN APPLICATION FORM**

1. Describe the work as fully as possible, attaching separate sheets as necessary.
2. Each application must be accompanied by the following information:
  - A. Diagram(s) or sketches of the proposed work:

For **minor alterations** such as doors, windows, and lighting fixtures, one sketch of the proposed location on the building or property, along with a manufacturer's information page, is usually sufficient;

For all **new construction**, including an addition to an existing building, please submit views drawn to scale (1/4" = 1') of all visible exterior elevations, applicable floor plans, along with explanatory notes, sections, and details of architectural trim, door and windows types, etc. Include a plot plan, showing the existing building (s) and the location of the new construction;

For **signs** please submit a scale drawing of the proposed design, a representation of the lettering style, information on materials to be used, and a sketch of the sign's position on the building. For a free-standing sign, a plot plan, showing proposed location of the sign, with all distances from the building and lot lines, must be provided.

- B. Photographs of the existing conditions.
- C. Any addition drawings, diagrams, photos, products samples, and specifications requested by the Commission.

3. Date, Sign, and fill in all requested information on the application form.

4. Mail or deliver the applications to the Prospect Hill Historic District Commission, City of Lawrence, Planning Department, 225 Essex St., 3<sup>rd</sup> floor, Lawrence, MA 01840. **An application fee of \$25.00, payable to the City of Lawrence is required. No fee is required for an application for Certificate of Non- applicability. In addition to the application fee, if a Public Hearing is held on an application, the applicant will be billed for the Legal Notice.**

The Commission will consider applications in the order of their receipt. Your presence at the meeting at which your application is discussed will help its processing, as the Commission may need more information before it can make a decision, or might request minor changes that will make your application subject to quick approval.

### **III.GENERAL INFORMATION ABOUT EXTERIOR WORKS IN A LOCAL HISTORIC DISTRICT.**

**1.** Work on a project requiring Commission approval shall not be started until the required Certificate, as well as any other applicable permit or license, has been issued.

**2.** Changes may be made from the work described in the approved Certificate only with the Commissions written approval.

**3.** All Certificates are valid for work commenced within one year from the date of issuance. An extension of a Certificate may be granted if requested in writing before the expiration date. If a property changes ownership during the time a Certificate is in force, a new owner who wishes to continue the authorized work must apply to have a new Certificate issued in his or her name.

#### **4. Types of Certificates**

The Commission has a maximum of 14 days to determine if work proposed in an application is within its jurisdiction. If the work is not under the Commissions jurisdiction, a **Certificate of Non-applicability** will be issued. A **Certificate of Non-applicability** is not always needed, but if the applicant is seeking other permits, it is issued to show that the Historic District Commission has checked the plans and they may be passed on to the permitting department.

If the application does fall under the Commissions review, it will need a **Certificate of Appropriateness**. This is the Certificate that shows that the proposed work has been found to be compatible with the character of the Historic District.

In rare cases, the Commission may issue a **Certificate of Hardship**. In this case, the applicant will be asked to indicate on a separate sheet the reasons why **(a)** owing to conditions affecting the building or structure, but not affecting the district as a whole, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant, **and (b)** no substantial detriment to the public welfare, and no substantial derogation from the intent and purpose of the **Lawrence Historic District Bylaws** would result from approval of the application.

**5.** The Commission reserves the right to defer its final decisions on a proposal up to 60 days from the recorded date of an application.

**6.** A person aggrieved by a determination of the Commission may, within 20 days of the issuance of a Certificate or disapproval, file a written request with the Commission for a review by a person or persons of competence and experience in such matters, acting as arbitrator and designated by the Merrimack Valley Planning Commission.