



HISTORIC DISTRICT COMMISSION
Town of Natick, Massachusetts

APPLICATION FOR CERTIFICATION

TIME AND DATE STAMP

DO NOT STAMP
UNTIL HDC HAS
REVIEWED FOR
COMPLETENESS AND
INITIALED HERE

Name & Address of Applicant _____

_____ Phone _____ E-Mail _____

Address of Property _____

Applicant Signature _____

Property Owner Signature _____

Name of Architect or Designer _____

Architect or Designer Phone _____ E-Mail _____

Please refer to the Town of Natick website to review The Historic District Guidelines, and Rules and Regulations before submitting the application (www.natickma.gov/Public_Documents/NatickMA_Bcomm/histdist). The Historic District Commission encourages each applicant to review their application with the Chairperson to discuss the specific materials and requirements necessary to ensure an application is complete. The following checklist is intended to provide the Commission a complete description of the proposed changes so that they may evaluate the application prior to the hearing. All the following materials *may be* required for a complete submission:

- ___ Written description of all proposed changes.
- ___ Photographs of the existing structure as viewed from all public ways.
- ___ Photographs of the adjacent property facing the proposed changes.
- ___ Written description of materials to be used.
- ___ Scaled drawings, including dimensions of the existing conditions and of the proposed changes including floor plans, building elevations, details as required and a site plan.
- ___ Manufacturer’s literature, photographs, samples and any other relevant materials.
- ___ In the case of demolition or removal, provide a statement of the proposed condition of the property after removal.
- ___ Filing fee (\$25 for residential property; \$40 for non-residential property).
- ___ Three (3) printed copies of the application (including all required materials) and one (1) digital copy emailed to Beth@dmcarch.com.

PLEASE NOTE: The Applicant is required to have a commission member review the application for completeness prior to submission to the Town Clerk. The HDC may return an application to the applicant if the information supplied is insufficient. In such cases, the official date of receipt shall be that of receipt of an acceptable application. The Commission may decide to deny the application and/or require re-submittal if the scope of the application is altered.

The Commission will accept the application as complete only after it has been reviewed and determined to be complete.

To be completed by the Historic District Commission

Date of Public Hearing: _____ Date Public Notice Sent _____ HDC File # _____

Certificate Awarded: Appropriateness _____ Hardship _____ Non-applicability _____