

Application Number \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

Major or Minor: \_\_\_\_\_

# Town of Billerica

## Billerica Historic Districts Commission

365 Boston Road. Room 105

Billerica, MA 01821

978-671-0962

### Application for Historic Districts Commission Review

Under the Town of Billerica General By-laws, Article VII, Section 5, for properties in a local historic district, a certificate from the Historic District Commission is required before obtaining any building permit or before proceeding with construction projects affecting the exterior of the property. Submission of this application will begin the process of review for a Certificate of Appropriateness, Non-Applicability, or Hardship, which will be issued by the Historic District Commission as applicable.

Submit the application to: [planning@town.billerica.ma.us](mailto:planning@town.billerica.ma.us)

**Application fee:** Check payable to the Town of Billerica required with application.  
\$25.00 for a minor-\$50.00 for a major

I. **Property Address** \_\_\_\_\_

**Property Owner Name** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Name of Contractor** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Est. Start Date** \_\_\_\_\_ **Est. Completion Date:** \_\_\_\_\_

II. **Type of Structure:**

House       Shed       Fence       Non-Residential

Garage       Wall       Sign       Other

**Proposed Work:**

Addition    New Construction    Replacement    Roofing

Demolition       Repair       Alteration       Other

III. **Description of Work**

On a separate page, please provide a detailed statement of the work to be completed, including information on materials, style of work, etc., referencing plans and photographs if appropriate. Please note if approval is needed or has been received from any other boards or departments (Planning, Zoning Board of Appeals)

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**IV. Supporting Documentation**

Please provide any appropriate documentation for the project, including:

- Photographs (clear, in color, and current)
- Site Plan
- Building plans or elevations (no larger than 11 x 17)
- Product/material information (spec sheets from the manufacturer, photographs of installed examples)

We encourage applicants to consult with staff in order to determine what additional documentation should be provided.

Dimensions and materials should be clearly labeled on all plans.

For window replacement, please provide a photograph showing the full side of the building, and cross off the windows that are to be replaced.

For signs, please provide a rendering showing accurate dimensions and graphics, how it will be erected in its proposed location, along with current photographs of the proposed location.

**V. Notice to Applicants**

-The Commission generally hears applications for certificates on the first Wednesday of every month (subject to change). Applications should be submitted at least three weeks in advance for review and to satisfy public hearing notice requirements.

-An approved certificate shall expire six months from the time of issuance unless otherwise extended by the Commission.

-Certificates are specific to the project and owner cited on the application.

-Please notify the Commission in writing (email is acceptable) upon completion of the changes included in this certificate

Date of Hearing:	
Date of Decision:	
Signed By:	
Conditions:	

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