



CITY OF SOMERVILLE, MASSACHUSETTS
MAYOR'S OFFICE OF STRATEGIC PLANNING & COMMUNITY DEVELOPMENT
JOSEPH A. CURTATONE
MAYOR

HISTORIC PRESERVATION COMMISSION
INTERIM APPLICATION PROCESS

The Historic Preservation Commission (HPC) accepts two types of applications:

- to demolish a building that is 50 years of age or older
- to alter a designated Local Historic District (LHD) property

The following interim process has been put in place for applications to the Historic Preservation Commission (HPC) while City Hall is closed to public visitors. When City Hall is reopened, this process will be void and applicants will revert to submitting all materials in-person to the City Clerk's Office only.

TO DEMOLISH A BUILDING THAT IS 50 YEARS OF AGE OR OLDER

Documents and submission:

The following materials are required in both electronic form and hard copy. The application form can be downloaded here: <https://www.somervillema.gov/departments/office-strategic-planning-and-community-development-ospcd/historic-preservation> -> Forms & Applications -> Application for Demolition Authorization

- 1 Application form (signed)
 - 1 Copy of deed
 - 1 Set of color photos of all elevations of property (8.5x11, copier-grade paper)
 - 1 Check for legal ad fee (\$250.00, indicate property address in memo line)
 - 1 Scan of check for legal ad fee
1. All materials must be submitted in their own separate file. Application, copy of deed, scan of check must be submitted as PDFs. Photos must be submitted as JPEGs. All files must be submitted in one email to: historic@somervillema.gov .

File names must adhere to the following naming convention:

Street Name Street Number – Application.fileextension

For example, an application for 123 Main Street would be named *Main St 123 – Application.pdf*

2. Either mail or drop off hard-copies of the application materials in a sealed envelope. Envelopes can be no greater than 16" x 11" x 8". Submitted checks should be in an envelope within the larger envelope marked "Legal Ad Fee".

If you are mailing your application packet, please address the envelope as follows:

Historic Preservation Application
ATTN: Sarah White, 3rd Floor Planning Office
City Hall
93 Highland Avenue
Somerville, MA 02143

If you are dropping off your application packet to the outdoor dropbox, please address the envelope as follows:

Historic Preservation Application
ATTN: Sarah White, 3rd Floor Planning Office

The dropbox (pictured below) is outside of the School Street entrance to City Hall:



3. Staff from the Clerk's Office will periodically retrieve applications throughout the business week. Clerk's Office staff are not in the office every day and the number of staff allowed in their office is reduced during this time. The Clerk's Office will time stamp your application and an electronic copy of this stamped page will be sent to Preservation Planning Staff who will then forward this information on to you for your records. Important note: The application may not be stamped same day that you drop it off or it arrives in the mail. It will be the Clerk's stamp that starts the regulatory time clock.
4. Preservation Planning Staff is working remotely. They will let you know, via email, if your application is complete or if additional information from you is needed along with the HPC meeting for which your application will be scheduled to be heard.

TO ALTER A DESIGNATED LOCAL HISTORIC DISTRICT (LHD) PROPERTY

Documents and submission:

The following materials are required in both electronic form and hard copy. The application form can be downloaded here: <https://www.somervillema.gov/departments/office-strategic-planning-and-community-development-osped/historic-preservation> -> Forms & Applications -> Application for Proposed Work on a Historic Property

- 1 Application form (signed)
 - 1 Copy of deed
 - 1 Set of color photos of all elevations of property (8.5x11, copier-grade paper)
 - 1 Set of plans of existing conditions and plans of proposed conditions (11x17 only)
 - 1 Check for legal ad fee (\$250.00, indicate property address in memo line)
 - 1 Scan of check for legal ad fee
1. All materials must be submitted in their own separate file. Application, copy of deed, plan sets, and scan of check must be submitted as PDFs. Photos must be submitted as JPEGs. All files must be submitted in one email to: historic@somervillema.gov.

File names must adhere to the following naming convention:

Street Name Street Number – Application.fileextension

For example, an application for 123 Main Street would be named *Main St 123 – Application.pdf*

2. Either mail or drop off hard-copies of the application materials in a sealed envelope. Envelopes can be no greater than 16” x 11” x 8”. Submitted checks should be in an envelope within the larger envelope marked “Legal Ad Fee”.

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