



INSTRUCTION SHEET FOR HISTORIC DISTRICT CERTIFICATE APPLICATIONS

I. What does Historic Status mean?

Properties within a historic district are given architectural protection by the Springfield Historical Commission. Any exterior architectural feature visible from the public street or park is protected. Before any change may take place, approval must be sought from the Historical Commission.

II. What Procedures are to be followed in requesting approval for a change?

- 1) Call Springfield Office of Planning & Economic Development at (787-6020) and ask for the staff person for the Historical Commission to determine if the Commission controls the proposed change.
- 2) If it is controlled, request an "Application for a Certificate" (see "What Kinds of Certificates Are Available") to proceed with the proposed change.
- 3) Fill out the application and return it with supporting information (see "Required Information" section).
- 4) The Historical Commission, after receipt of the application form, will schedule a public hearing to discuss the request. Notices will be sent by mail to the applicants and abutters fourteen (14) days prior to the hearing. The Commission must decide on all requests within sixty (60) days of receipt of the application; otherwise, the request is automatically granted.

III. What Kinds of Certificates Are Available?

The Historical Commission can issue three types of certificates to allow changes within historic districts:

- 1) **APPROPRIATENESS** issued for those changes that are in conformance with guidelines and/or are acceptable for the district.
- 2) **HARDSHIP** issued for those changes that are not appropriate, but which may be necessary due to economic, physical, social, or other special conditions.
- 3) **NON-APPLICABILITY** issued for those changes which affect features not controlled by the Commission.

IV. Required Information:

Each application ***MUST*** include:

- Address of property to be altered
- Name of owner of property
- Address of owner of property
- Written description of the proposed change (if a change of siding is requested, fill out the reverse side of the application sheet.)
- The type of Certificate that is being requested: Appropriateness, Hardship, or Non-Applicability.

Additional required information: *PLEASE NOTE: NO APPLICATIONS WILL BE PROCESSED BY THE OFFICE OF PLANNING & ECONOMIC DEVELOPMENT WITHOUT THE FOLLOWING INFORMATION*

1. Drawings for alterations and/or additions to existing structures, or for new constructions. Drawings shall be plans or elevations drawn to scale with sufficient detail to show the architectural design of buildings, including proposed materials, textures and colors. Samples of materials or colors, and the plot plan or site layout, indicating all improvements affecting appearances such as walls, walks, terraces, plantings, accessory buildings, signs, lights, and other elements, shall also be included.
2. Photographs required with application to demolish existing structures. Applicant shall submit photos showing all sides of property and contiguous properties on either side and across the street.
3. Photographs required with application for new construction. Applicant shall submit photos adjoining properties on either side and across the street.
4. Photographs required with application for repair, alterations, and/or additions to existing structures. Applicant shall submit photos of all sides of structure to be affected by proposed action.
5. Sample of materials and designs.
6. If applying under the category of hardship, applicant shall submit sufficient materials to support hardship claim. Photographs, financial records, energy ratings, and health records are some suggested supporting materials.

What About Further Recourse?

If a petitioner disagrees with a ruling by the Commission, he or she may, within twenty (20) days after the filing of the notice of such ruling with the City Clerk, appeal to the Superior Court (Housing Court may also have jurisdiction). On the other hand, the Historical Commission may, through Superior Court (or Housing Court), seek an

injunction against any violation to the historic district. The Court may order the removal of any such violation, or the restoration of any building or feature altered or demolished in violation of the historic district. Persons found guilty of violating the district may be fined not less than ten dollars (\$10.00) or no more than five hundred dollars (\$500.00).

Where Can More Information Be Obtained?

Call the Office of Planning & Economic Development at (413) 787-6020 and ask to speak with the staff person for the Commission. The Commission also has a web page on the city's website: www.springfieldcityhall.com.

INFORMATION FOR SIDING CHANGES

Please Circle the type of siding that is to be changed:

Clapboard

Wood Shingles

Non-Wood Shingles

Brick

Stucco

Other _____

Please Circle the following exterior features that will be changed and give their existing and proposed width, in inches

<u>Feature</u>	<u>Existing Width</u>	<u>Proposed Width</u>
Siding		
Window Casings		
Door Casings		
Corner Boards		
Cornices		
Shutters		
Frieze Boards		
Other _____		