



Springfield Historical Commission



70 Tapley Street
Springfield, MA 01104
(413) 787-6020 (office)
(413) 787-6524 (fax)

APPLICATION CHECKLIST

PROPERTY ADDRESS:

Incomplete application will **NOT** be accepted and scheduled. A complete and valid application **MUST** contain the following information:

- 1) The type of Certificate the petitioner is seeking must be indicated (see Page 1);
- 2) The property owner's signature must appear on the application;
- 3) Relevant and applicable PHOTOGRAPHS, MATERIALS and PLANS specified on the Application

CHECKLIST

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APPLICATION

Please complete the attached application and **PROVIDE ADDITIONAL PAGES IF NEEDED.**

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PICTURES OF EXISTING CONDITIONS

Please provide color photographs of the project area's current condition. For example, should the project pertain to replacing windows, provide a photograph of what the current windows looks like.

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RENDERING OF PROPOSED PROJECT UPON COMPLETION

Please provide a rendering of what the project will look like upon completion. For some products, such as siding, windows, doors, solar powered panels, HVAC systems (including heat pumps), this may include product details from the manufacturer and/or store or a brochure. For paint color-related projects, a sample of the color may suffice. For new construction, renderings from an architect are required.

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PRODUCT SPECIFICATIONS

Please provide specifications for any products (e.g. doors, windows, siding, solar powered panels, HVAC systems, etc.) to be utilized during the project. Project details from the manufacturer and/or store, or a brochure, will suffice. If available, please bring physical samples of the product to the meeting date.

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LETTER OF AUTHORIZATION

If the landowner is unable to attend the hearing, correspondence shall be submitted that authorizes a representative to speak on their behalf about the application.

For more information, visit the City's website: www.springfield-ma.gov/planning/historic-comm or call the Office: (413) 787-6020.

OFFICE USE ONLY

LOCAL HISTORIC DISTRICT:

DECISION:

DATE RECEIVED:

DECISION DATE:

HEARING DATE:

DATE DISCUSSED (NO HEARING):

DATE NOTICE POSTED:

WAIVED BY COMMISSION:

DATE NOTICE MAILED:

WAIVED BY ABUTTERS:



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APPLICATION INFORMATION

PROPERTY ADDRESS:

1. WHAT DOES HISTORIC STATUS MEAN?

Properties within a Local Historic District are architecturally protected by the Springfield Historical Commission. Any exterior architectural feature that is visible from the public street or park is protected. Therefore, prior to any exterior change, approval by the Springfield Historical Commission must be obtained.

2. WHAT IS THE PROCESS FOR OBTAINING APPROVAL BY THE SPRINGFIELD HISTORICAL COMMISSION?

- To determine if the Springfield Historical Commission must review an application, contact the City's Office of Planning & Economic Development at (413) 787-6020 and ask for the Staff member who oversees the Historical Commission. The Staff Member will determine if review is required.
- If the proposed project is subject to review, an "Application for a Certificate" must be submitted prior to the commencement of any project.
- Fill out the attached application and submit it to the City's Office of Planning & Economic Development along with any supporting information (as requested in this application).
- Upon receipt of a complete application (the application itself and the necessary supporting documents), Staff will schedule a public hearing with the Springfield Historical Commission to discuss the proposed project. Notice of the public hearing will be sent by mail to the abutting neighbors at least fourteen (14) days in advance of the hearing. For most applications, the Commission has sixty (60) days from receipt of the application to render a decision. Failure to issue a decision within the requisite time period will result in the application being automatically granted.

3. WHAT INFORMATION IS REQUIRED TO ENSURE THE APPLICATION IS COMPLETE?

- The address of the property subject to the application shall be clearly provided;
- The name of the property owner;
- The address of the property owner (if different);
- The type of application being requested (see Page 1)
- A written description of the project and the relevant section of this application completed.

Note: Incomplete applications will not be processed by the Office of Planning & Economic Development.

4. WHAT OTHER INFORMATION IS REQUIRED FOR AN APPLICATION?

- Drawings for alterations and/or additions to existing structures, or for new constructions. Drawings shall be plans or elevations drawn to scale with sufficient details to show the architectural design of buildings, including proposed materials, textures and colors. Sample 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.
- Photographs required with application to demolish existing structures. Applicant shall submit photographs showing all sides of the property and contiguous properties on either side and across the street.
- Photographs required with applications for new construction. Applicant shall submit photographs of adjoining properties on either side and across the street.
- Photographs required with application for repair, alterations, and/or additions to existing structures. Applicant shall submit photographs of all sides of the structure to be affected by proposed action.
- Sample of materials and designs (e.g. brochures, specification sheets, physical samples, etc.)
- If applying under for a Certificate of Hardship, the applicant shall submit sufficient materials to support the hardship claim. Photographs, financial records, and health records are some suggested supporting materials.
- Requests for demolition under a Certificate of Hardship must be accompanied by a contract line item estimate for demolition and a contractor line item estimate for rehabilitation.



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APPLICATION TYPE

PROPERTY ADDRESS:

APPLICATION TYPE (Select Application Type)

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CERTIFICATE OF APPROPRIATENESS

Select this type of application for those changes that are in conformance with the guidelines and/or acceptable for the particular Local Historic District.

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CERTIFICATE OF HARDSHIP

Select this type of application for those changes that are not appropriate with the underlying District guidelines, but which are necessary due to economic, physical, social, or other special conditions that apply to the individual property, but do not apply to the overall underlying District.

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CERTIFICATE OF NON-APPLICABILITY

Select this type of application for those changes that affect features not controlled by the Commission (e.g. work that involves no change in materials, design or dimensions).

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ENVIRONMENTAL REVIEW (I.E. REVIEW OF A STRUCTURE IN A NATIONAL REGISTER DISTRICT/INDIVIDUAL BUILDING)

Select this type of application for those changes that affect a structure in a National Register District, or a structure that is listed as a National Register Individual Building, that utilizes public funding (local, State, or federal). If the structure is both within a National Register District/Individual Building and a Local Historic District, select one of the application types above (Appropriateness, Hardship, Non-Applicability). If the structure contains a Preservation Restriction and is located within a National Register District/Individual Building, select the Preservation Agreement application type below.

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PRESERVATION AGREEMENT

Selection this type of application if the structure contains a Preservation Restriction.

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PRESERVATION OF HISTORICALLY SIGNIFICANT BUILDINGS (DEMO DELAY)

Select this type of application if the structure is more than 75 years old and are requesting that the nine (9) month demo delay restriction be lifted in order to commence demolition immediately.

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MUNICIPAL PROTOCOL

Select this type of application if the structure relates to a municipally (City of Springfield) owned property, and the project will be facilitated by the municipality (City of Springfield).

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SECTION 106 REVIEW

Select this type of application if the project is being submitted in accordance with Section 106.

Recourse: If a petitioner disagrees with a ruling by the Commission, he or she may, within twenty (20) days after filing the notice of such ruling with the City Clerk, appeal to the Superior Court or Housing Court, if applicable. On the other hand, the Historical Commission may, through Superior Court (or Housing Court), seek an injunction against any violation with a historic district's guidelines/standards. The Court may order the removal of any such violation, or the restoration of any building or feature altered or demolition in violation of a historic district's standards. Persons found guilty of any violations may be fined not less than ten dollars (\$10.00) or no more than five hundred dollars (\$500.00)



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APPLICATION FOR CERTIFICATE

PROPERTY ADDRESS:		CHECK BOX IF THE PETITIONER REQUIRES AN INTERPRETER ☐
PROPERTY OWNER:		
OWNER ADDRESS: ☐ Check box if same as property address		
OWNER PHONE NUMBER:	REPRESENTATIVE/CONTRACTOR NAME:	
OWNER EMAIL ADDRESS:	REPRESENTATIVE/CONTRACTOR PHONE NUMBER:	
PROPERTY CODE:	REPRESENTATIVE/CONTRACTOR EMAIL ADDRESS:	
PROJECT DESCRIPTION (USE SEPARATE PAGE IF NEEDED):		<u>PROPOSED MODIFICATIONS</u> (Please check all that apply) ☐ Windows (see Page 3) ☐ Doors (see Page 4) ☐ Siding (see Page 5) ☐ Roofing (see Page 6) ☐ Solar (see Page 6) ☐ Signs (see Page 7) ☐ Heat Pumps (see page 7) ☐ Paint (see Page 8) ☐ Renovations (e.g. Porches) (see Page 8) ☐ New Construction (all of the above) ☐ Other Projects (see Page 9):
JUSTIFICATION FOR CERTIFICATE OF HARDSHIP (IF APPLICABLE) (USE SEPARATE PAGE IF NEEDED):		

☐ Check box if property owner will be in attendance at the hearing. If not, correspondence from the property owner authorizing a representative to present the application is required.

PROPERTY OWNER'S SIGNATURE

DATE

WINDOWS

☐ Check box indicating that you are submitting an order sheet with renderings/brochure of the proposed windows.

☐ Check box indicating that you are submitting photographs of the existing windows.

☐ Check box indicating that you are aware of the City's Window Guidelines (click [here](#)).

Will the Dimensions of the Windows Change: ☐ Yes (Please Provide Details Below Under Additional Information) ☐ No

PLEASE PROVIDE DETAILS ABOUT THE CONDITIONS OF THE CURRENT WINDOWS:

PLEASE PROVIDE THE REASON FOR WANTING TO REPLACE THE WINDOWS:

NUMBER OF WINDOWS TO BE REPLACED/ADDED:

NEW WINDOW MANUFACTURER:

MODEL NUMBER(S):

	EXISTING	PROPOSED
MATERIAL (e.g. wood, vinyl, aluminum, etc):		
EXTERNAL COLOR(S) (e.g. black, white, etc):		
GRID PLACEMENT (Interior or Exterior):		
GRID PATTERN (e.g. two-over-two; six-over-one, etc):		
WINDOW STYLE(S) (e.g. double-hung, etc):		
GLASS TYPE(S) (e.g. single-pane, double-pane, etc):		

ADDITIONAL INFORMATION: