

Instructions for Completing and Filing an Application

If you live in or own property in one of Wayland's Local Historic Districts, a Certificate is required before you obtain a building permit and before you proceed with alteration/construction projects that affect any exterior feature of the property. **For proposed projects within the HD, applicants should review the HDC Design Guidelines. If you are using the fillable Word form, please save it with a file name referencing your address and project and email it to BOTH the HDC Chair at mbaston@wayland.ma.us and the HDC Vice-Chair at gdale@wayland.ma.us.** Or, applications could be hand-delivered to the Select Board Office, or mailed to the Historic District Commission, C/O the Select Board Office, 41 Cochituate Road, Wayland, MA 01778. The Commission must notify other district property owners of the hearing date at least 14 days in advance of the hearing; therefore, an application must be received at least 21 days before a regular meeting date to allow time for adequate advertising for a hearing. The Commission's regularly scheduled meeting time is the third Thursday of each month. Special meetings may be called at the discretion of the Chair and other members of the Commission.

Please attend the hearing at which your case will be heard or have your architect or contractor attend. In the event that you are unable to attend, please contact the Chair.

Materials that support your application will vary depending upon the size and scope of your project. Photographs of existing conditions are requested for all applications.

Changes Requiring Review

1. Application must be made for all changes to *exterior architectural features* which are portions of the exterior of a building or structure, open to view from a public street, public way, public park or public body of water, including but not limited to the architectural style and general arrangement and setting, the kind, color, and texture of exterior building materials, the color of paint or other materials applied to exterior surfaces and the type and style of windows, doors, lights, signs (excluding real estate signs) and other appurtenant exterior fixtures. For the purposes of the Wayland Historic District:

(a) A *building* is a combination of materials forming a shelter for persons, animals or property.

(b) A *structure* is a combination of materials other than a building, including a sign, fence, wall, terrace, walk, or driveway.

Changes Not Requiring Review

1. The commission shall not consider interior arrangements or architectural features not subject to public view.
2. The Commission shall not regulate or prevent landscaping with plants, trees, or shrubs.
3. The Commission shall not regulate ordinary maintenance, repair, or replacement of any exterior architectural feature within a district that does not involve a change in design, material, color, or outward appearance.

Certificates

A *Certificate of Appropriateness* is issued when the Commission determines that the proposed work is appropriate to and compatible with the preservation of the district. A *Certificate of Non-Applicability* is issued when an application does not involve an exterior feature that is subject to the Commission's review. A *Certificate of Hardship* is issued when failure to approve an otherwise inappropriate project would involve substantial hardship to the applicant **and** the Commission determines that the project can be carried out without substantial detriment to the rest of the district.



TOWN OF WAYLAND

41 COCHITUATE ROAD

WAYLAND, MASSACHUSETTS 01778

www.wayland.ma.us

WAYLAND HISTORIC DISTRICT COMMISSION APPLICATION FOR CERTIFICATES OF APPROPRIATENESS NON-APPLICABILITY OR HARDSHIP

Date: _____

The undersigned applies to the Commission for: *(Select from below options)*

Certificate of Appropriateness

Certificate of Non-applicability

Certificate of Hardship

I. **Address of Property:** _____

Description of Work

(State the scope of work including the specific information about the extent of work, dimensions, style, materials, and colors. Please provide photographs of existing conditions and plans of proposed changes, if applicable.)

II. **Application includes** (check applicable documentation)

Photographs

Site Plan

Sketches

Building plans, elevations, sections

Historical Information

Product /Material information (samples, specs, brochures, photographs)

III. **Name of Property Owner** _____

Mailing Address: _____

Telephone: _____ E-Mail: _____

Signature of Property Owner (Required): _____

IV. **Name of Applicant if not owner:** _____

Mailing Address: _____

Telephone: _____ E-Mail: _____

For Commission Use Only

Assessor's Map #: _____

Date Completed Application Received: _____ Date of Hearing: _____

Date of Decision: _____ Commission Signature: _____

Certificate of Appropriateness

Certificate of Non-applicability

Certificate of Hardship