



Historical Commission 59 Town Hall Square, Falmouth, MA 02540
Falmouth Planning Office 508-495-7440, planning@falmouthmass.us

**INSTRUCTIONS FOR SUBMITTING AN APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS or NON-APPLICABILITY**

Applications are available on-line and at the Planning Office. Hearings are held at Town Hall on the first Tuesday of the month in the Civil Defense Room, lower level – unless notified. Please see HC website for application due dates or call the Planning Office. Sign permit applications are available on-line, at the Planning Office and at the Building Department.

Fees:

Certificate of Non-Applicability (Administrative Review)	\$ 25.00
Certificate of Appropriateness for Signs	\$ 25.00
Certificate of Appropriateness (Renovation/Alterations)	\$ 75.00
Certificate of Appropriateness (New construction/Additions)	\$200.00
Certificate of Appropriateness (Demolition)	\$200.00

Public hearing and sign hearing applications must also include:

Certified abutters' list from the Assessor's Office – Please allow for seven to ten days to receive list.
One set of mailing labels, supplied by applicant – printed or hand written. Postage and envelopes supplied by the Planning Office.

New building construction - application must include:

- Completed *Addendum #1 - Certificate of Appropriateness Specification Sheet*
- Appropriately scaled plot plan including proposed building dimensions and distance from street and property lines. Submit one full-size plan and 3 reduced copies
- Appropriately scaled drawing with plans and elevations for all proposed work, one full-size and 3 reduced copies.
- Photographs of property taken from the public way with rendering of building position and adjacent properties.

Existing building alteration/addition/renovation - application must include:

- Completed *Addendum #1 - Certificate of Appropriateness Specification Sheet*
- Photograph of existing conditions taken from the public way.
- Appropriately scaled plot plan showing existing conditions, plus proposed, if applicable, and orientation to the street.
- If work results in a change in the building's elevation, elevation plans must be included.

Demolition

- The HC carefully examines applications for demolition and consider the structure's significance and contribution to the district and may require detailed documentation. At minimum, the application must include:
 - Photographs of all sides of the structure visible from the public way, 2 sets 4" x 6" to 8" x 10".
 - A narrative description of the structure, including year built, architect and existing materials.

Signs - application must include:

- Completed *Town of Falmouth Application for a Sign Permit*, along with the HDC application
- Appropriately scaled plot plan showing the location of the sign, 4 copies 8" x 10" or 11" x 17".
- Scaled drawing of the sign, with dimensions, in color, color chips, 4 copies 8"x 10" or 11" x 17".
- Photo of building with sign location denoted.
- Materials and lighting descriptions.

Other structures (fences, stone walls, etc) - application must include:

- Completed *Addendum #1 - Certificate of Appropriateness Specification Sheet*
- Appropriately scaled plot plan showing the location of the existing/proposed structures and orientation to the street, one full-sized and 3 reduced copies.
- Appropriately scaled drawings with plans and elevations showing all proposed work, one full-sized and 3 reduced.
- Photo of existing conditions.



Falmouth Historical Commission

59 Town Hall Square, Falmouth, MA 02540

Telephone: 508-495-7440 Fax: 508.495.7443 email: planning@falmouthmass.us

Application For Certificate Of Appropriateness and Administrative Review

Application is hereby made for the issuance of a Certificate of Appropriateness under the provisions of Massachusetts General Law, Chapter 40C, as amended.

FOR OFFICE USE ONLY

Application # _____

Received by Planning Department on:

Please check all the categories that apply:

- BUILDING CONSTRUCTION: ___New ___Addition ___Renovation
DEMOLITION/REMOVAL OF: ___Building ___Fence ___Other: _____
TYPE OF BUILDING: ___Residential ___Commercial ___Accessory/Other: _____
EXTERIOR: ___Roof ___Siding ___Windows ___Doors ___Other _____
OTHER STRUCTURES: ___Fence ___Wall ___Flagpole ___Lighting ___Other _____
SIGN: _____ Please attach a completed "Town of Falmouth Sign Permit Application"

PROPERTY ADDRESS _____ MAP # _____

PROPERTY OWNER'S NAME _____ PHONE _____

OWNER'S SIGNATURE _____ DATE _____

CONTRACTOR/AGENT _____ PHONE _____

MAILING ADDRESS FOR CERTIFICATE _____

Please provide a brief description of the proposed work:

Documents attached:

- ___ addendum
___ photographs
___ material and/or color samples
___ scaled architectural drawings

Scaled drawings and photographs of existing conditions and proposed work must be provided. Incomplete applications will not be considered.

If you think that your proposal qualifies for administrative review and does not require a hearing before the Historical Commission, please check the appropriate box below:

- I certify that the proposed work is not visible from any public way within the historic district.
- I certify that the proposed work is considered a detail of design, ordinary maintenance, or repair.

Falmouth Historical Commission Application

Addendum #1 Specification Sheet

Property Address _____ Assessor's ID # _____

FEATURE	PROPOSED	EXISTING
Solar Panels <i>Make/Model/Size</i>		
Chimney <i>Material/Size/Color</i>		
Roof <i>Type/Material/Size/Color</i>		
Gutters <i>Type/Material/Color</i>		
Decking <i>Material/Size/Color</i>		
Railing <i>Material/Size/Color</i>		
Balusters <i>Material/Profile/Color</i>		
Siding <i>Type/Material/Color</i>		
Windows <i>Style/Size/Material/Color</i>		
Trim <i>Material/Size/Color/Profile</i>		
Ornamental Features <i>Material/Size/Color/Profile</i>		
Shutters <i>Type/Material/Color</i>		
Doors <i>Type/Material/Color</i>		
Garage Doors <i>Style/Size/Material/Color</i>		
Lighting <i>Type: Freestanding or Fixed</i>		
Fence <i>Type/Material/Size/Color</i>		
Retaining Wall <i>Material/Size</i>		
Foundation <i>Type/Material</i>		
Other		

Additional Project Information:
