



*City of New Bedford*

## HISTORICAL COMMISSION APPLICATION INSTRUCTIONS

### GETTING STARTED...

Consultation with the Historical Commission staff is recommended prior to submitting your application; particularly for first-time applicants. This will allow staff the opportunity to provide advice on district standards, criteria, documentation requirements, and to determine the category of the application (Appropriateness, Non-Applicability or Hardship).

The Commission is staffed by the Preservation Planner within the Department of Planning, Housing & Community Development and can be contacted at: **508-979-1488**.

### APPLICATION INSTRUCTIONS

**The Application, overall.** All applications must be filled out completely and must be submitted with the fee and required supporting materials.

**Site Plan.** A Site Plan drawn to a scale (1/8" = 1' minimum), identifying the location of property lines, existing buildings and structures, and proposed changes. Plans no larger than 11x17, or digital files in PDF or similar format.

**Photographs.** Colored photographs of existing conditions are required. The photographs should document all areas of the building and/or site that will be affected by the proposed change. Close up or detail photographs of specific architectural features to be changed should be included. High quality printouts of digital images may be used and color photocopies may be acceptable, provided the image is clearly reproduced.

**Description of Work.** Provide a concise, detailed summary describing the entire scope of work for the project. An itemized list of work items is recommended. This description provides the basis for decision-making. Additional pages may be attached if necessary.

**Drawings and Specifications.** All applications must be accompanied by information which clearly illustrates the scope of work and its impact on the property. Scaled drawings in plan and elevation, if applicable, that include specifications regarding dimensions, materials, manufacturer literature and other information needed for the Commission to visualize the changes in order to make a determination. Drawings no larger than 11" x 17" or digital files in PDF or similar format.

Although professionally drawn plans are not required, they are encouraged for larger projects.

**Material and Paint Color Samples.** Manufacturer specification sheets of materials (windows, doors, fences, etc.) and paint color chips are required, as applicable.

### Why do I need approval?

The Historical Commission administers the Bedford-Landing Waterfront Historic District as set forth by the provisions of Massachusetts General Laws Chapter 40C, and the City of New Bedford Ordinance. The Historical Commission must review and approve all changes to the exterior of a property within the District.

### Where can I find information about the District?

The Standards & Guidelines for the District are available on the City's website at:  
<http://www.newbedford-ma.gov/planning/standards-and-guidelines-for-the-bedford-landing-waterfront-historical-district/>

**Fee.** Your application must be accompanied by the filing fee; if the fee is not properly included the application is considered incomplete and will not be accepted.

## **SUBMITTING YOUR APPLICATION**

Once you complete the application and all of the attachments required, you must bring one (1) original hard copy of the completed application and attachments, as well as a PDF format to the Planning Office with the required filing fee. The material will be reviewed for completeness and if something is missing, you'll be told what needs correction and directed to return once you are prepared to have it reviewed for completeness once more.

## **FILING DEADLINES AND HEARING DATES**

All applications for a Certificate of Appropriateness or Hardship require a public hearing. A public hearing is not required for a Certificate of Non-Applicability. The Commission will hear all applications within forty-five days of the application filing date. The Commission meets once a month in a public hearing to review applications. To be scheduled for a specific public hearing, your application and all supporting materials must be received in the Planning Department by 4:00 PM on the filing deadline date. Planning staff will advise you of the date, time and location of your meeting based on your application submission date.

Please see the annual **schedule of deadlines and hearing dates** online at:  
<http://www.newbedford-ma.gov/planning/historical-commission>,  
or available by calling or visiting the Planning Department.

## **THE COMMISSION HEARING**

The public hearing is a forum for the Commissioners to hear the case, ask clarifying questions, and provide the opportunity for the general public to comment on the project. Applicants having professional consultants such as architects or contractors are urged to have them present at the hearing.

**If your application is approved**, a Certificate will be mailed to the mailing address provided on the application and copies will be sent to the City Clerk and Building Commissioner. A building permit may then be issued by the Department of Inspectional Services and you must act upon it within one year.

**If your application is denied**, there are two options available to you. First, you may revise your plans and submit a new proposal that conforms to the District Guidelines and meets the concerns of the NBHC. Or, after the official decision is recorded with the City Clerk, there is a twenty (20) day period you may appeal to the Superior Court of Bristol County. The procedures for appeal are set forth in Massachusetts General Laws Chapter 40C, Section 12A.

## **CONTINUED HEARINGS**

The Commission may vote to continue a hearing to gather additional information or materials. The Public Hearing will be continued for a determined length of time. There are no additional fees for this Continued Hearing.

## **WORK SESSIONS**

Owners contemplating major alterations, additions or new construction are encouraged to meet with the Commission during a Public Meeting prior to submission of an application. This is an opportunity to receive guidance or answer questions before preparing applications and supporting materials.



*City of New Bedford*

**HISTORICAL COMMISSION APPLICATION**

**1. SUBMITTAL CHECKLIST**

The following documentation must be submitted:

Have you included...			Planning staff review finds...	
Yes	No		Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	A <u>Completed and Signed Application</u>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	A <u>Site Plan</u> , drawn to a scale (1/8" = 1' minimum), identifying location of proposed alterations or additions.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Photographs</u> of existing conditions.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Description of Work</u> . A brief description must be included on the first page; additional pages of detailed information may be attached.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Drawings and Specifications</u> as required.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Material and Paint Color Samples</u> , if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Owner's Verification</u> including owner's signature.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Filing Fee</u> in check form made payable to the City of New Bedford.	<input type="checkbox"/>	<input type="checkbox"/>

**Official Use Only:**

Review of submittal compliance performed by \_\_\_\_\_ of the city's Division of Planning.  
 Staff review found the application packet to be  complete on this date: \_\_\_\_\_.  incomplete on this date: \_\_\_\_\_.

Application # \_\_\_\_\_ Plot: \_\_\_\_\_ Lot: \_\_\_\_\_  
 Hearing Date: \_\_\_\_\_ Certificate Type: \_\_\_\_\_

**This is page 1 of your Historical Commission Application.**

*Please remove the instruction pages when submitting your completed application packet but keep this as your first page.*

## 2. APPLICATION SPECIFICS

### TYPE OF CERTIFICATE REQUESTED

APPROPRIATENESS NON-APPLICABILITY HARDSHIP 

### SUBJECT PROPERTY

PROPERTY ADDRESS:

### OWNER INFORMATION

NAME:

MAILING ADDRESS:

### APPLICANT/CONTACT PERSON INFORMATION

NAME (IF DIFFERENT):

APPLICANT'S RELATIONSHIP TO THE PROPERTY:

*Check one:*

OWNER

CONTRACT

VENDEE 

OTHER

*Describe* 

\_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT):

TELEPHONE #

EMAIL ADDRESS:

### ARCHITECT

NAME:

CONTACT:

PHONE:

EMAIL:

### CONTRACTOR

NAME:

CONTACT:

PHONE:

EMAIL:

By signing below, I/we acknowledge that all information presented herein is true to the best of my/our knowledge. I/we further understand that any false information intentionally provided or omitted is grounds for the revocation of the approval(s). I/we also give planning division staff and NBHC members the right to access the premises (both interior and exterior) at reasonable times and upon reasonable notice for the purpose of taking photographs and conducting other visual inspections.

\_\_\_\_\_  
Signature of Applicant/s

\_\_\_\_\_  
Date

**If the applicant differs from the owner, this section must be completed/signed by the property owner/s:**

I hereby authorize the applicant represented above and throughout this application to apply and to represent my/our interests on my/our behalf for the certificate requested herein for the premises I/we own noted as "property address" above and presented throughout this application. Furthermore, by signing this application I/we acknowledge having read and understood this application and the accompanying instructions and information. If the certificate is granted, I/we understand the approvals are specific to the plans submitted, unless the Commission states otherwise and that if granted, that the certificate must be acted upon within one year.

\_\_\_\_\_  
Signature of Owner/s

\_\_\_\_\_  
Date

