

**TOWN OF HARWICH  
HISTORIC DISTRICT AND  
HISTORICAL COMMISSION**



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*Please submit this application to:* Town of Harwich Building Department  
732 Main Street, Harwich, MA 02645  
Telephone: (508) 430-7506 Fax: (508) 430-4703

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***Pursuant to the Historic Districts Act MGL, Chapter 40C, no exterior feature of a structure or building may be altered, and no structure or building may be erected in the Historic District unless the Commission shall have first issued the Certificate.***

**Application and Certificate Form**

for property located at:

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Street Number, Street Name, Village

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Assessor's Map and Parcel #

Zoning District(s)

**SECTION I: Applicant Information** (Note: A non-owner may apply, however written authorization of the owner is required at the time of submittal of this Application) Please print.

Legal Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email Address \_\_\_\_\_

Owner Authorization Signature: \_\_\_\_\_

Applicant (if different) \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ Email Address \_\_\_\_\_

**SECTION II: Please indicate below which Certificate(s) is requested:**

- A. Certificate of Appropriateness:** Required for additions, new construction, or alteration of a building or structure visible from a public space; any addition to, or removal of features from a structure; any removal or demolition of a building or structure, or component/appurtenance or feature thereof (e.g. change in design, arrangement, texture, color or materials and for new construction/addition the appropriateness of size and shape of structure in relation to the land and other structures in the vicinity).
- B. Certificate of Hardship:** Applicable in those instances where a Certificate of Appropriateness is inappropriate and such denial will involve substantial hardship to the Applicant. A Certificate of Hardship will not be granted where an approval constitutes a detriment to the public welfare, or derogates from the intent and purpose of the Historic District Act. The Commission cannot grant a Certificate of Hardship for a self-imposed hardship (e.g., owner-incurred costs to correct inappropriate or un-permitted alterations.)
- C. Certificate of Non-Applicability:** A way to acknowledge that a Certificate of Appropriateness is not required. This Certificate, along with photographs submitted as directed in Section IV, protects the Applicant against Commission enforcement actions for unauthorized work performed when undertaken as follows:
  - a. Additions, alterations or new construction not visible from a public space.
  - b. Ordinary maintenance, repairs or replacement of architectural features that are damaged or worn; provided the work does not involve a change in materials, color or outward appearances.

**SECTION III:** *(Please specify all structures or features that will be affected)*

_____ Architectural Trim or Siding	_____ Lights	_____ Satellite Dish/Antennae
_____ Barrier Free Access	_____ Masonry	_____ Signs
_____ Door(s), Doorway	_____ Paint Color	_____ Skylight
_____ Fence, Gate	_____ Parking/Walkways	_____ Utilities/Equipment
_____ Foundation(s)	_____ Porch, Deck	_____ Window(s)
_____ Gutters, Downspouts	_____ Roof	_____ Landscaping and Features
_____ House Numbering	_____ Other* _____	

*\*Please specify structures/feature not listed i.e. dormers, accessory structure, retaining wall, etc.*

**SECTION IV: FILING REQUIREMENTS** *(must be included all applications)*

1. One Certified Abutter List – available from the Assessor’s Office for a fee
2. One (1) original application and 10 copies.
3. 11 copies of Photographs of sufficient number and quality to adequately document existing conditions.
4. A separate list of affected features (See Section III), specifying materials, colors, dimensions for each principal feature that will be affected.
5. Paint samples, as applicable.

**Additional requirements for Certificate of Appropriateness and Certificate of Hardship** for building construction, additions or alterations excluding all roof resurfacing or siding projects:

6. Architectural elevation plans for building construction projects, prepared and stamped by a Massachusetts Licensed Architect.\*
7. Site/plot plan providing location of existing and proposed structure(s), driveways, parking, and all other significant features, including all set-backs to property lines prepared and stamped by a Massachusetts Registered Land Surveyor.\*

\*Please note that scaled drawings *may* be submitted for fences, garden sheds and signs.

**By signing this Application the Applicant acknowledges that the Commission may deem “incomplete” an Application that fails to provide specified Attachments, or deem “incomplete” an Application where one or more specified Attachments, as submitted, does not provide sufficient information, and upon which the Commission may, in its discretion, rely to make an informed determination.**

*Applicant Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

<u>For Committee and Staff Only</u>			
Date(s) of Hearing or Determination: _____			
<b>Approved</b>	<b>Denied</b>	<b>Continued</b>	<b>Withdrawn without Prejudice</b>
Comments/Conditions: _____			
_____			
Board Chair Signature		Date	