

## SALEM VILLAGE HISTORIC DISTRICT IN DANVERS

### Instructions for filling out Application For Certificate of Appropriateness

Under the Danvers Historic District By-Law, a Certificate of Appropriateness issued by the Historic District Commission is required for certain types of work affecting the exterior appearance of all structures visible from any public way or public park within the Historic District. In addition, no permit for the construction, alteration, or demolition of structures will be issued by the Building Inspector until a Certificate of Appropriateness is issued where the By-Law is applicable.

For these purposes, the definition of structures includes buildings and their individual architectural features such as doors, windows, and siding; appurtenant exterior fixtures; signs; driveways and parking lots; walls and fences; lights on poles; and terraces and walks not at grade level.

A Certificate of Appropriateness is not required by the Historic District Commission for painting, the color of roofing materials, storm doors and windows, screens, air conditioners, or antennae; nor for any inside changes or changes not visible from a public way or public park. Exceptions are described in the By-Law.

**Three** full copies of the application must be filled out with each application individually signed. They should be sent back to the Planning and Human Services Department, Town Hall, One Sylvan Street, Danvers, MA, 01923. *Item "D" should include a full description of work for which the Certificate of Appropriateness is requested including where appropriate the texture and material (shingles, clapboards, etc.), trim, gutters and leaders, windows and sash, doors, number of stories and roof pitch, and in all cases all other information necessary to enable the Commission to visualize the changes in the exterior appearance which will result from the proposed work.*

Sketches and plans or drawings drawn to scale showing exterior elevations signed by an architect or draftsman and detailed enough to show architectural design of the structure and its relation to the existing building must be submitted in the case of major construction, reconstruction, or alteration. In other cases, plot plans, sketches, scale plans or drawings may be required by the Commission in order to enable it to act intelligently. Photographs are required in cases of demolition or potential major change.

If an applicant is employing a builder or a professional consultant, it is urged that that person also be present at any hearing on the application. In the case of a demolition or removal, the application must include a statement of the proposed condition and appearance of the property thereafter.

Upon dated receipt of a complete application, the Commission must within 14 days determine the need of a public hearing. If one is necessary, the applicant and abutters will receive a written or printed notice of the place and time of the hearing at least 14 days prior to said hearing. An application must be decided upon by the Commission within 60 days of dated receipt of a completed and properly filled out application.

Copies of the form APPLICATION FOR CERTIFICATE OF APPROPRIATENESS can be obtained at the PLANNING AND HUMAN SERVICES DEPARTMENT located at the TOWN HALL.

The Commission welcomes advance inquiries as to the applicability of the Act and the By-Law to any project or other matters subject thereto. Such inquiries should be submitted by letter to the Secretary of the Commission or by personal appearance at any of its meetings. The time and place of meetings can be determined from the Town Clerk's Bulletin Board or by telephoning the Town Clerk's office. All meetings of the Commission, except when it is in executive session, are open to the public, and any person is entitled to appear and be heard on any matter pending before the Commission prior to its reaching a decision.