



CITY OF SOMERVILLE, MASSACHUSETTS
MAYOR'S OFFICE OF STRATEGIC PLANNING & COMMUNITY DEVELOPMENT
JOSEPH A. CURTATONE
MAYOR

HISTORIC PRESERVATION COMMISSION
APPLICATION PROCESS

The Historic Preservation Commission (HPC) accepts two types of applications:

- to demolish a building that is 75 years of age or older
- to alter a designated Local Historic District (LHD) property

The following processes must be followed by all applicants. Failure to follow instructions will result in delays to processing applications. Preservation Planning Staff determines if applications are complete. Once this has been determined by Staff, an application can be advertised for a hearing.

TO DEMOLISH A BUILDING THAT IS 75 YEARS OF AGE OR OLDER

Documents and submission:

The following materials are required in **both electronic form and hard copy**. The application form can be downloaded here: <https://www.somervillema.gov/departments/office-strategic-planning-and-community-development-ospcd/historic-preservation> -> Forms & Applications ->Application for Demolition Authorization

- Application (signed)
- Copy of deed
- Color photos of all elevations of property (8.5x11 ONLY, copier-grade paper, single-sided)
- Two separate checks for legal ad fees (each \$250.00 made out to the "City of Somerville"; indicate property address in memo line and write "HPC Legal Ad Fee")
- Plans of existing conditions and plans of proposed project (11x17 paper ONLY, single-sided)
- Scan of check for legal ad fee

1. **Electronic Submissions (REQUIRED).** All materials must be submitted in their own separate file. Application, copy of deed, scan of check, existing and proposed plans must be submitted as

individual PDFs. Photos must be submitted as JPEGs. All files must be submitted as attachments in one email to: historic@somervillema.gov **ONLY**.

Do NOT, under ANY circumstances upload an HPC application to Citizenserve, ever.

Electronic file naming conventions

File names must adhere to the following naming convention:

Street Name Street Number – Application.fileextension

For example, an application for 123 Main Street would be named *Main St 123 – Application.pdf*

2. **Hard copy submissions (REQUIRED).** Either mail or drop off a hard copy of the application materials in a sealed envelope to the drop box outside of the School Street entrance to City Hall

Envelopes can be no greater than 16” x 11” x 8”. Submitted checks should be in an envelope within the larger envelope marked “Legal Ad Fee”.

- If you are mailing your application packet, please address the envelope as follows:

Historic Preservation Application
ATTN: Deana Brown
3rd Floor Planning Office
Somerville City Hall
93 Highland Avenue
Somerville, MA 02143

- If you are dropping off your application packet to the outdoor dropbox, please address the envelope as follows:

Historic Preservation Application
ATTN: Deana Brown, 3rd Floor Planning Office

The dropbox (pictured below) is outside of the School Street entrance to City Hall:



3. Staff from the Clerk’s Office will retrieve documents from the dropbox once per business day.
4. Preservation Planning Staff is working remotely. We **MUST** have received **BOTH** the hard copy and the electronic copy of your application to begin processing it and reviewing it for completion.
5. Application review is only a portion of the work that Preservation Planning performs.

Please do not contact staff asking when we will review your application. We review applications in the order in which they were received and are unable to expedite reviews.

TO ALTER A DESIGNATED LOCAL HISTORIC DISTRICT (LHD) PROPERTY

Documents and submission:

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- Application (signed)
 - Copy of deed
 - Color photos of all elevations of property (8.5x11 ONLY, copier-grade paper, single-sided)
 - Check for legal ad fee (\$250.00, made out to “City of Somerville”; indicate property address in memo line)
 - Plans of existing conditions and plans of proposed project (11x17 paper ONLY, single-sided)
 - Scan of check for legal ad fee
1. **Electronic Submissions (REQUIRED).** All materials must be submitted in their own separate file. Application, copy of deed, scan of check must be submitted as PDFs. Photos must be submitted as JPEGs. All files must be submitted as attachments in one email to: historic@somervillema.gov **ONLY**. Do NOT, under ANY circumstances upload an HPC application to Citizenserve, ever.

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