









Knock Down VACANT Two-Family
 at 9-11 Norwood Ave.

These instructions cover the application processes for the two types of applications reviewed by the Historic Preservation Commission (HPC):

1. changes a designated local historic district (LHD) property
2. the demolition of a structure that is 75 years of age or older

This document may be periodically updated, so please access the online version of these instructions when submitting an application rather than a saved or printed copy.

I. GETTING STARTED

General

As of July 5, 2023, all applications to the HPC regarding items 1 and 2 above, are required to be submitted electronically using the Citizenserve permitting portal. Emails and hard copies of applications will no longer be accepted. The Citizenserve permitting portal can be accessed by clicking the "Citizenserve" icon on the Inspection Services Department (ISD) web page or through the same link on the Historic Preservation Commission (HPC) web page.

Creating and Using a Citizenserve Account

If you have never used the Citizenserve permitting portal for any type of building permit or license in Somerville, you will need to create a one-time account. You can do so by accessing the Citizenserve portal through the ISD or HPC web pages and follow the prompts to create an account. You will receive both on-screen and an email confirmation that your account has been created. Applicants who already have created a Citizenserve account for other purposes may continue to use that account for Historic Preservation-related applications as well.

You will use your Citizenserve account to submit and amend applications to the HPC and to communicate with Preservation Planning Staff about your application. Legal ads fees will also be able to be paid through Citizenserve; once Preservation Planning Staff has determined if legal ads are necessary, they will add the fee to your Citizenserve historic case file. All communications between you and Preservation Planning Staff regarding your application will occur through the messaging tool within Citizenserve.