

Town of Foxborough
Historic District Commission
Town Hall, 40 South Street
Foxborough, MA 02035

Certification Application

Name of Applicant _____ Phone _____ Email _____
Address of Applicant _____
Address of Property _____
Name of Architect _____ Phone _____ Email _____

The following are required to make the application complete. All materials must be on file before a hearing date is set. Submit four (4) copies of:

- ✓ Written description of proposed change.
- ✓ Description of materials exposed to public view.
- ✓ Photographs of structures/buildings viewable from public way.
- ✓ Measured drawings to define intended changes. Please see 'Suggestions' on the back page.
- ✓ Other pertinent materials.

IMPORTANT NOTE TO APPLICANT: Work as a result of a Certificate of Appropriateness must be complete within twelve (12) months from the time of issuance unless otherwise extended by the Foxborough Historic District Commission. An application fee of \$15 is required. The applicant is also responsible for the cost of public notices if a public hearing is required (approximately \$40 per public hearing notice payable to The Foxboro Reporter).

TO BE COMPLETED BY THE FOXBOROUGH HISTORIC DISTRICT COMMISSION

Application Date _____ Public Hearing Date _____ HDC# _____ - _____
Public Notice Date _____ Public Hearing Waived _____
Abutters Notified _____ Extension Requested _____
Commission Actions: Approved _____ Disapproved _____ Returned _____
Certificate Awarded: Appropriateness ____ Non-Applicability _____ Hardship _____
Comments: _____

Signature of Chairman _____ Date _____

For returned applications: Approved as Revised _____

Signature of Chairman _____ Date _____

(over)

INSTRUCTIONS:

- 1) Describe proposed change in detail. This means a description of location of work, type and texture of materials to be used, and further a sketch must accompany the application detailed enough to show architectural design of the structures/buildings or change and its location and relationship to existing structures/buildings and property lines of the area in question. Sketches should be as close to scale as possible. Example: FENCE – show type of fence by sketch, on sketch note height, style, and the exact location of fence on the property.

- 2) If applicant is employing a builder or professional consultant, it is advisable for them to attend the public hearing.

SUGGESTIONS:

- 1) The application and supportive information should be put together so that the Commission can visualize the changes in exterior appearance which will result from the actual work.

- 2) Avoid changing original features of structures/buildings if possible.

- 3) Try to match building materials you are changing or replacing with similar new building materials.

- 4) If original doors and windows are to be replaced, replace them with matching copies.

- 5) The Commission welcomes advance inquiries as to interpretation of the law and preparation of this application.

Abutters: _____

