



OLD AND HISTORIC MARBLEHEAD DISTRICTS COMMISSION

c/o Engineering Department, Mary A. Alley Municipal Building
7 Widger Road, Marblehead, MA 01945
781-631-1529

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Date of Application: _____ **Hearing Date: (office Use)** _____

In accordance with the Old and Historic Marblehead Districts Acts (MA Acts of 1965, Ch. 101) and Chapters 110 & 233 of the By-Laws of The Town of Marblehead, application is hereby made for a Certificate of Appropriateness for:

alteration _____ construction _____ demolition _____ restoration _____ roof _____
sign _____ other appurtenance _____

pertaining to a property in the: Old Town District _____ Gingerbread Hill District _____

Address of Property: _____ **Map #** _____ **Lot #** _____

Year building erected _____ **Architect:** _____

1. On the following page(s), please describe the work proposed. Please refer to the OHDC Application Guidelines and, if applicable, New and Modified Parking Application Guidelines.
2. **This application must be submitted for review and signature, by appointment, to the Marblehead Building Department (MBD)** for verification of applicable codes and bylaws. Contact the Building Department for an appointment at 781-631-2220. The Building Department signature does not constitute approval of the work by the Building Department or the OHDC.
3. **Following the Building Department review and signature**, submit 6 copies of the completed application to the Engineering Department by **12:00 PM the Thursday*** before the next scheduled OHDC meeting. *Subject to change

Owner Information:

Signature _____

Name (printed) _____ **Email** _____

Address: _____

Phone Numbers: Home _____ **Work** _____ **Mobile** _____

Applicant or Representative Information: (if different from owner)

Signature _____ **Phone** _____

Name (printed) _____ **Email** _____

Address: _____

Proposed Scope of Work: Please describe ALL portions of the proposed work and include (as applicable) photographs, sketches or drawings with dimensions – existing and proposed. Amendments may be made to the application during the hearing at the discretion of the Commission. Please refer to the Old and Historic Districts (OHDC) Guidelines, and as applicable, parking submission requirements.

(attach additional page(s) if necessary)

For official use only

Marblehead Building Department Signature

Date _____

Additional Hearings Required:

Conservation Commission Yes _____ No _____

Zoning Board Yes No

Planning Board Yes _____ No _____

Is a Building Permit Required for the work proposed? Yes _____ No _____