



# **Town of Marblehead Old and Historic Marblehead Districts Commission**

Mary Alley Municipal Building  
Engineering Department  
7 Widger Road  
Marblehead, MA 01945  
Telephone: 781-631-1529

**Charles Hibbard, Chairman**  
**Commission Members: Liz Mitchell, Sally B. Sands,**  
**Anthony M. Sasso. Alternate Members: Gary Amberik, Julia Glass**

## **APPROVED APPLICATIONS FOR A CERTIFICATE OF APPROPRIATENESS**

### **WHAT HAPPENS NEXT?**

The Board has just approved your application, as presented. There are certain steps that must occur before you may obtain a building permit and proceed with the work authorized by the Board's decision.

**The Certificate of Appropriateness (COA):** A Certificate of Appropriateness will be completed and signed by the Board. Work cannot start and/or a building permit may not be obtained, if required, until this document is completed in its entirety. It will be ready for pick-up at the Engineering Department, most times, within two or three weeks of the approval.

**The Completed Certificate of Appropriateness(COA):** Upon obtaining this document, you may start work, or if a building permit is required, make an appointment with the building department to obtain a building permit. **The Completed Certificate of Appropriateness(COA) must be placed in a conspicuous and visible place for the public to view.**

**Conditions:** All work done pursuant to an approval must be done in strict conformity with the plans as provided to and approved by the Board. Please make sure your contractor(s) understand this. The Property Owner is ultimately responsible for compliance and the closure of the COA.

**Time Limit:** The construction or use authorized by the Certificate of Appropriateness will expire one year after the issue date of the Certificate of Appropriateness.

#### **Completed Work:**

**Upon completion of the work, whether or not a building permit was issued, you must contact the Building Department for final inspection to insure that the work was done in strict conformity of the application and plans presented. Contact the Building Department at 781-631-2220 for an appointment. The Building Department will need to sign the permit and return it to the Engineering Department in order to close the COA.**

Voted: August 5, 2014

Revised: September 16, 2014; August 11, 2014