



APPLICATION FOR CERTIFICATE

Instructions: Complete this application and submit it to lhdc@holyoke.org

Pursuant to the Historical District Acts (Massachusetts General Laws, Chapter 40C, as amended), and the Holyoke Code of Ordinances (Chapter 18, Article III), application is hereby made for certification of proposed exterior work within a local historic district. Note that a building permit issued by the Holyoke Building Department is required for most construction projects, inquire at <https://www.holyoke.org/departments/building/> or (413) 322-5600.

1. **Date of submission:** _____

2. **Property address:** _____

3. **Owner:**

Name: _____

Address: _____

Phone: _____ Email: _____

4. **Applicant:** (if different from owner)

Name: _____

Contact information: _____

(Form continues on the next page)

The following fields are reserved to the Local Historic District Commission

Discussion date: _____

Decision on certificate: _____

Comments/Conditions: _____

5. Type of application requested: (check one)

Appropriateness: For approval of exterior work (on a building, structure or site) which will be visible from a public way. *Skip Section 10*

Hardship: For a waiver of requirements due to financial hardship or other unusual circumstances.
Must complete Section 10 of this form

Non-Applicability: For changes that affect features not regulated by the ordinance.

6. Dates of anticipated work:

From: _____ to _____

Note that a Holyoke Building Department building permit expires after six months.

7. Type of work to be done: (Check all that apply)

- Restoration: Repair of decayed or damaged material, maintaining original structure
- Reconstruction: Duplication of missing materials or elements to match original design
- Alteration: Change material or design
- Demolition: total or partial (describe below)
- New Construction: Infill building or new additions
- Relocation: moving building or structure to or from another site
- Erection of a sign, marquee or architectural feature
- Other (describe below)

Description of work to be done:

8. Affected Exterior Elements (describe all applicable)

<u>Element</u>	<u>Existing Material</u>	<u>Proposed Materials</u> (Attach samples if appropriate)
Foundation	_____	_____
Siding	_____	_____
Windows	_____	_____
Awnings	_____	_____
Shutters	_____	_____
Doors	_____	_____
Trim (Window, Door, or decorative)	_____	_____
Roof	_____	_____
Gutters or leaders	_____	_____
Dormers	_____	_____
Skylights	_____	_____
Chimneys	_____	_____
Porches / Decks	_____	_____
Stairways / Steps	_____	_____
Railings / Grilles	_____	_____
Utilities	_____	_____
Fences / walls	_____	_____
Other	_____	_____

9. REQUIRED documentation to be attached: (one of the following is required, more is appreciated)

- Plans or scaled drawings describing proposed scope of work
- Existing and proposed site or plot plans
- Existing conditions photos of structure(s) and area(s) affected
- Material samples/photos and/or product information proposed for the work

10. Application of Hardship

If this is an application for a Certificate of Hardship, please explain why each of the following statements is applicable:

- a. non-approval of the application will involve substantial hardship;
- b. approval of the application would result in no substantial detriment to the public welfare;
- c. approval of the application would not result in substantial derogation (exemption from or relaxation of the) intent and purposes of the Massachusetts Historical District Act and the Holyoke Historic District Ordinance;

You can add other reasons to explain this application.

Explanation: _____

If applicable, include a statement from the Building Inspector that the type of work proposed is necessary immediately to ensure public safety.