



MANCHESTER-BY-THE-SEA HISTORIC DISTRICT COMMISSION

Town Hall, 10 Central Street
Manchester-by-the-Sea, Massachusetts 01944-1399

APPLICATION FOR CERTIFICATION

Submit completed application with plans (original and two copies) and the application fee to Town Clerk in Town Hall.

Pursuant to the Historic Districts Acts (General Laws, Chapter 40C as amended) and the Manchester-by-the-Sea Historic District By-law, application is hereby made for certification of proposed exterior work within the Manchester-by-the-Sea Historic District.

TYPE OF CERTIFICATION SOUGHT

Check one of the following:

- ☐ Certificate of Appropriateness
☐ Certificate of Non-applicability
☐ Certificate of Hardship

LOCATION OF PROPOSED WORK

Street Address:

Assessor's Map # _____, Lot# _____, District _____

DESCRIPTION OF PROPOSED WORK

Provide a **detailed** narrative of the proposed construction or project. Submit photographs and copies of plot plans, site plans, architectural plans, and specifications. **(See Documents Required on Page 2.)** Please consult the Historic District Guidelines for more details.

Check the applicable categories below:

☐ New Construction ☐ Relocation ☐ Demolition ☐ Alteration

****When the proposed work includes Relocation or Demolition, provide plans and specification of the site restoration.**

APPLICATION OF HARDSHIP

If this is an application for a Certificate of Hardship, indicate on a separate sheet the reasons:

- a. Why failure of the Commission to approve the application will involve substantial hardship to the applicants.
- b. Why no substantial detriment to the public welfare would result from approval of the application.
- c. Why approval of the application would not result in substantial derogation from the intent and purposes of the Massachusetts Historic District Act and the Manchester Historic District By-law.

Provide the name, address, telephone number and email of the following persons:

Applicant: _____

Owner(s) (if different) _____

Architect (if applicable) _____

General Contractor or Builder (if applicable) _____

Signature of Owner or Authorized Agent _____

Date: _____

Filing Fee: \$100.00 (Includes abutters lists, stamps, and processing of certificates).

Documents Required: Please provide an original and two (2) copies of the application, plans, drawings, and any other information you would like to be considered.