

Town of Ipswich – Architectural Preservation District Commission APPLICATION FOR CERTIFICATE TO ALTER

I. Application (Required Application Materials on reverse) The undersigned hereby applies to the Architectural Preservation District Commission for a (check one) ☐ Determination of whether the application involves any exterior architectural features for which an advisory review is recommended, in accordance with Section 7 of the Bylaw. If the Commission finds that the application does involve any exterior architectural features which are subject to approval, then I would like to apply for a Certificate to Alter. ☐ I consent that the application involves exterior architectural features which are subject to approval of the Commission and would like to waive the determination and move immediately to a hearing for a Certificate to Alter, in accordance with Section 8 of the Bylaw. Property Address: _____ **OWNER** Signature: _____ Name: Phone #: _____ Address: _____ Email: **APPLICANT** (do not fill out if same as owner) Signature: Name: _____ Phone #: _____ Address: _____ Email: **Architect** (if applicable) Phone #: _____ Name: _____ Email: _____ TO BE COMPLETED BY IPSWICH PLANNING DEPARTMENT Date of application: ____ Reviewed by: _____
Date of meeting or hearing: _____ Date notice sent: _____ Commission Actions: Approved _____ Disapproved Determined to be subject to advisory recommendation only: Certificate Awarded: Signature of Chair or designee:

II. Application Requirements

This application must be submitted with a \$25 filing fee and 7 sets of the following materials in order for the application to be deemed complete. In addition to the filing fee, applicants are responsible for paying for legal advertisements for any application requiring a public hearing and will be billed directly by the advertiser. Checks are payable to the "Town of Ipswich".

- 1. Photographs showing existing buildings and site conditions.
- 2. Scaled drawings that adequately indicate existing conditions and proposed conditions.
- 3. A site plan showing the footprint (existing and proposed) of the subject structure and approximate location of structures on adjacent properties. Changes to building footprints shall require the submittal of a plan that is prepared to the satisfaction of the Building Inspector.
- 4. Written narrative of the proposed project, which addresses the following:
 - a. Scope of work proposed.
 - b. Approximate year building(s) or structure(s) were built and subsequent modification(s).
 - c. Any architectural or historical significance of the building(s), structure(s) or setting.
 - d. Identify whether any restrictive covenants or other restrictions affect the building(s), structure(s) or setting.
 - e. Any additional information that the Commission should know.

Submit Application to:

Town of Ipswich – Planning and Development Department
Town Hall
25 Green Street
Ipswich, MA 01938

Phone: 978-356-6607 x2