

**INSTRUCTIONS AND INFORMATION  
for filing an application for a  
CERTIFICATE  
FOR WORK IN THE  
LONGMEADOW HISTORIC DISTRICT**

**I. BEFORE YOU BEGIN CONTACT THE HISTORIC DISTRICT COMMISSION.**

Anyone contemplating exterior work within the Longmeadow Historic District (hereinafter the "District") may contact the Commission to discuss a project before application is made. The Commission can tell you what types of work require a Certificate, whether you need to apply, and advise you on the types of things that the Commission looks for in an application. A list of Commission members is attached, and any member will be glad to answer your questions, or set up an appointment for you on the Commission's meeting agenda. The Commission typically meets on the second Tuesday of the month at 7:30 P.M. in the Community Room of the Longmeadow Fire Dept.

**II. HOW TO FILL OUT AN APPLICATION**

**1.** Describe the work as fully as possible, attach separate sheets as necessary.

**2.** Each application must be accompanied by the following information in duplicate; drawings, diagrams, photos product samples, and specifications requested by the Commission as follows:

**A. New Construction**

- 1. Plans, drawn to scale, showing any existing building, proposed addition or new building dimensions, distance from the street and property lines
- 2. Elevations of all four sides of addition, or new construction, any existing structures, drawn to scale, drawing or photo of the existing building. In some cases, both maybe requested
- 3. One set of paint color chips
- 4. Roof material sample
- 5. Photo of the building and site before proposed alteration

**B. Minor Alterations: (doors, windows, railings, walkways, lighting fixtures, repainting, gutters, etc.)**

- 1. Sketch of the proposed location on the building or property
- 2. Manufacturer's information page, if available
- 3. Samples of materials and color chips, where applicable
- 4. Photo of the building and site before proposed alteration

**C. Signs**

- 1. Scale drawing showing:
  - a) shape, size, color, and style of sign
  - b) lettering indicating words to be painted on the sign, style, color and placement of lettering, background color
  - c) support of sign if free standing
- 2. Samples of all colors to be used
- 3. Scale drawing, or photos, showing location of sign on wall or building. Photo encouraged
- 4. If free standing sign, indicate location of sign and building and its relationship to its distance from street and property lines

\_\_\_\_ 5. Proposed lighting

D. Fences

- \_\_\_\_ 1. Accurate plot plans, showing relationship of fence to streets and structures
- \_\_\_\_ 2. Sketches or photos, of the site where the fence will be
- \_\_\_\_ 3. Photo or brochure describing the fence indicating height and type of materials to be used
- \_\_\_\_ 4. One set of paint color chips

- 3. Date, sign, and fill in all requested information on the application form.
- 4. Mail or deliver the application to the Town Clerk at Town Hall, 20 Williams Street 15 days prior to the next scheduled meeting.

Although not required, your presence at the meeting at which your application is discussed may be beneficial, especially in instances when the Commission needs additional information before a decision. Similarly, the Commission may suggest minor changes to an application that will facilitate its early approval.

### III. GENERAL INFORMATION ABOUT EXTERIOR WORK IN THE DISTRICT.

- 1. In accordance with Massachusetts General Laws, Chapter 40C, Section 12 A, work on a project requiring Commission approval shall not be started until 20 days after issuance of the required Certificate as well as any other applicable permit or license has been issued.
- 2. Types of Certificates  
When the work is not under the Commission's jurisdiction, a Certificate of Non-applicability will be issued. A Certificate of Non-applicability is not always needed. However, if the applicant is seeking other permits, it may be issued to show that the Commission has checked the plans and they may be passed on to the applicable permitting department.
- 3. All Certificates are valid until the end of the calendar year. An extension of a Certificate will be automatically granted for one year from the date of issuance. If a property changes ownership during the time a Certificate is in force, a new owner who wishes to continue the authorized work must apply to have a new Certificate issued in his name.

When the application does fall under the Commission's purview, it will need an application for Certificate of Appropriateness. This Certificate shows the proposed work has been found to be compatible with the character of the District.

The Commission may issue a certificate of Hardship. In this case, the applicant will be asked to indicate the reasons on a separate sheet. Reasons may indicate the following: (a) conditions affecting the building or structure, but not affecting the District as a whole, and (b) a substantial hardship, financial or otherwise, to the applicant, with no substantial detriment to the public welfare.

- 4. A person aggrieved by a determination of the Commission may, within twenty days after the filing of the notice of such determination, appeal to the superior court of Hamden County, in accordance with MGL 40C:12A.