

Homeowner's Guide for Design Review in a Historic District in the Town of Northborough

1. For information and an application, visit the Northborough Town Clerk's Office or visit <http://www.town.northborough.ma.us/>.
2. The completed application should include details and descriptions of the proposed project.
3. Return the application to the Town Clerk's Office. The Town will notify the abutters of the proposed project.
4. The application will be forwarded to the Northborough Historic District Commission (NHDC).
5. The NHDC will need 21 working days' notice to place the application on its agenda. When the agenda is set, the NHDC will notify the applicant of the date, time and place. Any application received less than 21 days prior to the regular meeting will be reviewed at the subsequent meeting. The NHDC usually meets every 3rd Wednesday of the month.
6. In order to expedite the procedure, the applicant should be able to answer detailed questions about the project. Provide a well-drawn (to scale) architectural drawing for review by the NHDC. Show the before and after condition of the project, pictures and/or catalogs of materials that will be used. The applicant may bring samples.
7. At the scheduled hearing, the NHDC will decide to grant one of the following:
 - A. Certificate of Appropriateness
 - B. Certificate of Non-applicability: Issued for alterations that are specifically excluded from review under the Town's bylaws, e.g., interiors and/or exterior features not visible from the public way.
 - C. Certificate of Hardship: Issued when construction or alteration is deemed inappropriate, yet the NHDC determines denial of certificate would constitute a hardship, financial or otherwise for the property owner.
8. A record of the applicant's hearing will be kept, indicating the decisions and vote. Copies of the applicant's architectural drawings, photos and materials will be kept in the NHDC's files. The work on the applicant's project must follow the design decision agreed upon at the NHDC hearing. The applicant will receive a copy of the signed Certificate.
9. A NHDC member will monitor the work and certify completion.