

A GUIDE TO APPLYING FOR DESIGN REVIEW

In a historic district or individual landmark



City of Boston
Landmarks Commission

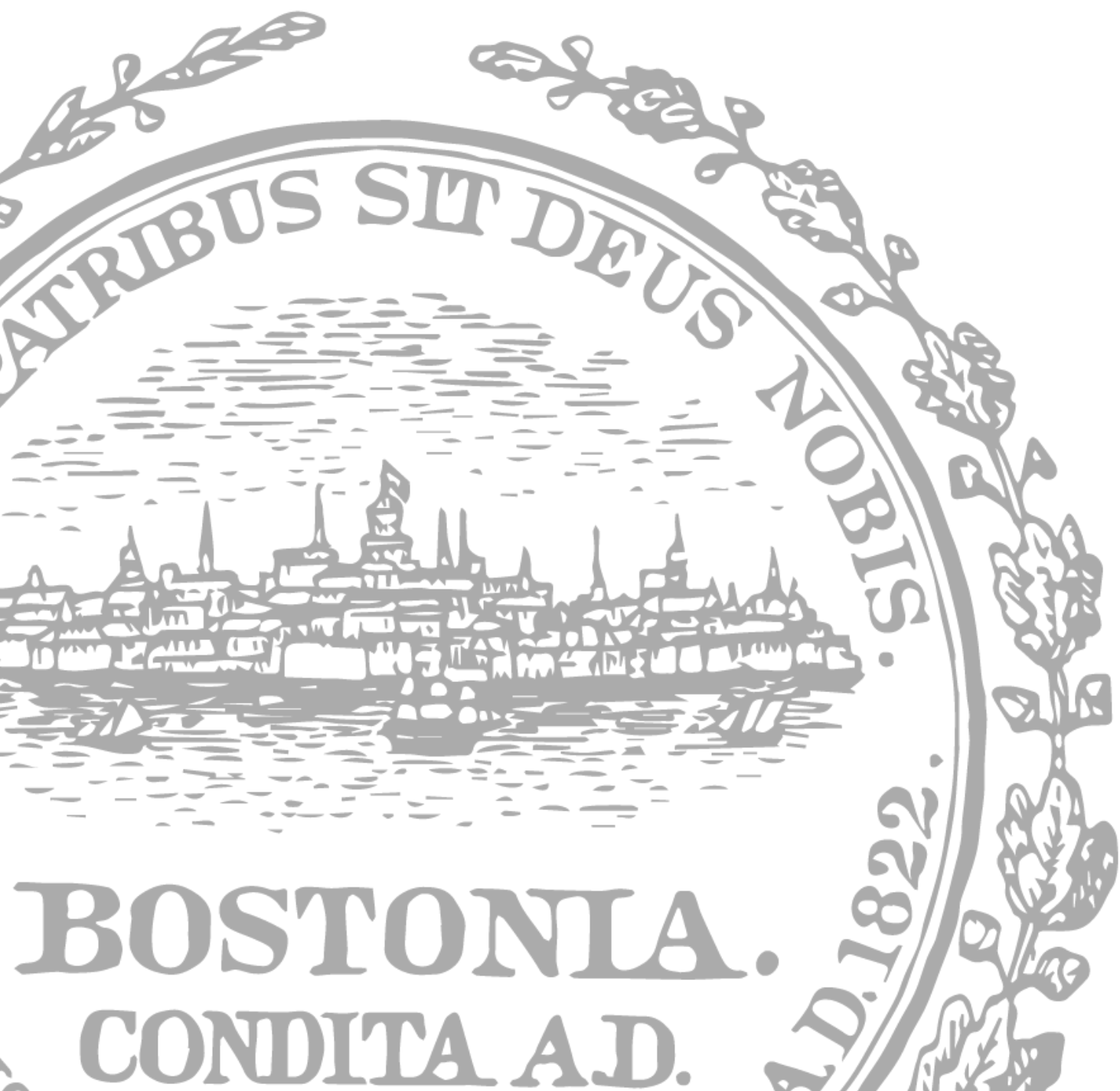




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INSTRUCTIONS FOR COMPLETING A DESIGN REVIEW APPLICATION

For Certificate Of Appropriateness/Design Approval/Exemption

The design review application form is the same for all Landmarked properties in Boston - Historic Districts and Individual Landmarks - and is also used for advisory and accelerated review. Please read all instructions carefully before filling out an application on our website. To access the online application, navigate to the Landmarks Commission page by going to boston.gov/landmarks and click on the 'Apply for Design Review Online' button on the right underneath our contact information. For information on permitted work and Commission purview, please refer to the Standards and Criteria for the specific District or Individual Landmark - also available on boston.gov/landmarks in the Study Reports section.

CONSULTATION WITH COMMISSION STAFF: Our website has email contact information for all preservation staff, or call 617-635-1935 for answers to basic questions and/or to make an appointment for consultation. Staff is available by appointment to discuss proposed projects, and answer questions about the Standards and Criteria and documentation requirements.

ZONING ISSUES: All outstanding zoning issues **must be resolved prior to submitting an application for commission review**. Written confirmation of zoning status from either the Inspectional Services Department (ISD) or the Zoning Board of Appeal (ZBA) must be provided with the application if the scope of work involves changes in square footage, height, enclosed space, legal use of occupancy, rooftop construction, etc. ISD will determine whether zoning variances will be required for your project.

OTHER REVIEWS: In addition to commission review, other government agencies' may be required. These agencies may include ISD (617-635-5300), Boston Planning and Development Agency (617-722-4300), Public Works (617-635-4900), Parks and Recreation (617-635-4505), Boston Art Commission (617-635-2434), the Mass. Architectural Access Board (617-727-0660), etc. **It is your responsibility to ensure that all required approvals are obtained.**



APPLICATIONS AND HEARING DATES: Our commissions' monthly design review hearings are open to the public. Hearings are located in City Hall or held virtually via Zoom, as specified on the agenda. Applications are accepted on a rolling basis. To be added to a commission's hearing agenda, an application must be determined to be complete by staff fifteen business days prior to the hearing date. **Incomplete applications cannot be added to a hearing agenda.** See the annual schedule of hearing dates online at www.boston.gov/landmarks. Applications must be submitted online at boston.gov/landmarks. Supporting documents including images and signature pages must also be uploaded on the online application. Paper applications and emailed applications will not be accepted. Refer to the application form section below for more detailed instructions on completing online applications.

All application deadlines expire at the end of business day at 5:00 P.M. EST.

Please note that staff is not available to review applications for completeness immediately upon submission. Review all instructions and requirements carefully before submitting your application. It is your responsibility to submit a complete application. **Incomplete applications cannot be added to a hearing agenda.** If you have questions about your application, please email the appropriate staff person as found on the website or call 617-635-1935 for answers to basic questions and/or to make an appointment to meet with staff.

ADMINISTRATIVE REVIEW: In order to expedite the review process, commissions have delegated to staff the approval of certain work items, such as those involving ordinary maintenance and repair and restoration or replacement with minimal impact on a property's appearance that meet applicable guidelines. Applicants with projects listed on a hearing agenda under this heading NEED NOT APPEAR to make a presentation at the hearing. After approval at the hearing, staff will issue a Determination Sheet as confirmation of project approval for the permit at Inspectional Services Department (ISD) 1010 Mass. Ave. Administrative review is part of the design review hearing, it does not bypass the process, and only staff can make this determination.

THE APPLICATION FORM

The online application form used is for all landmarked properties in Boston including Historic Districts and Individual Landmarks. Please fill out the online application form as

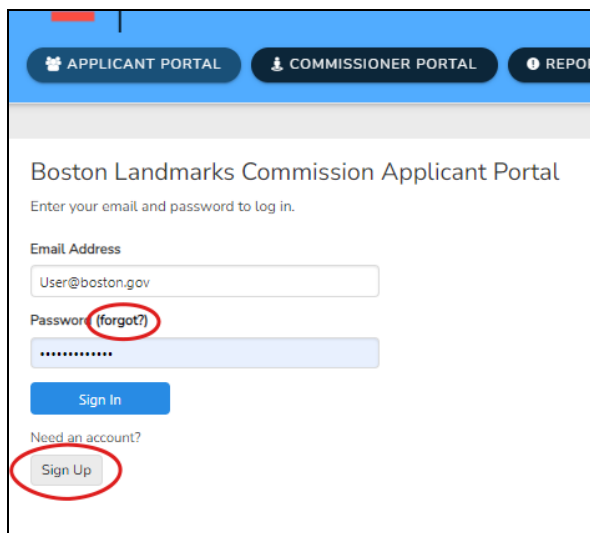


completely as possible. Applicants may continue to edit applications after submission until a hearing date has been scheduled. Incomplete applications cannot be added to a design review hearing agenda. **Lack of information delays the review process.** The form is online only. It can be accessed at boston.gov/landmarks and clicking on the *Boston Landmarks Commission Online Portal* button.

ONLINE APPLICATION OVERVIEW

BEGINNING AN APPLICATION: Navigate to the Landmarks Commission page by going to boston.gov/landmarks. Click on the blue button labeled ‘Apply for Design Review Online’ on the right under the contact and hours information. If this is your first time submitting an online application through the BLC, you will need to create a free account. If you have submitted an online application before, you will need to login to your account. Then, you can begin a new application.

FORGOT PASSWORD: If you forgot your password, click the “forgot” link and the system will email you a form to reset your password. If you no longer have access to the email address that was used to sign up for the account, please contact our office.



FILLING OUT THE APPLICATION: Fill out the application as directed online. * Indicates required information. See parts I, II, and III below for detailed instructions on each section of the application.



ADDING SUPPORTING DOCUMENTS: Add supporting documents to an online application under the ‘Existing Conditions Photographs’ section and the ‘Additional Supporting Documents’ section. Images of the existing conditions can be uploaded to the ‘Existing Conditions Photographs’ section. All other supporting documents must be added to the ‘Additional Supporting Documents’ section, including the signature page. If there is more than one additional document to upload, create one file with all additional documents to upload to this section. See Part III for detailed instructions on required documentation.

COMMON PROBLEMS WITH SUBMISSIONS: Verify that all fields marked with a red “*” are completed, as the “*” indicates a required field. Additionally, you must be able to mark yes in response to the question “Have you received all necessary approvals from other city agencies including but not limited to Zoning, Parks, Architectural Access, etc?” You must receive all necessary approvals from other city agencies before you are able to apply for historic review.

EDITING APPLICATIONS: Once you have submitted an application, you may edit it at any time by logging into the application portal and clicking the ‘Edit’ button listed next to your application information.

APPLICATION FEE: The application fee is dependent on the amount and type of work being proposed. An explanation of what work falls under each fee category can be found in the table of contents of this document.

APPLICATION STATUS

APPLICANTS: will be notified via email of any updates to the application status. After receiving an email update, login to the application portal to view the updated application status and any notes from BLC Staff. It is the responsibility of the applicant to keep track of the application status. Once a final decision has been made on your application, be sure to store a copy of the application in your files. The Boston Landmarks Commission reserves the right to clear applications from its online application program annually to conserve space on its servers. Copies will remain on file at City Hall electronically for reference.



STATUS DEFINITIONS:

ADVISORY REVIEW: This status indicates that the application will be reviewed at the indicated hearing under ADVISORY review. This review is designed to give guidance directly from the Commission on a potential project. No vote will be taken during this review. Any applicant may appear before a Commission under advisory review at the discretion of staff. Contact our office for more information.

APPLICATION RECEIVED/UNDER REVIEW: This status indicates that the application has been received and is under review by the appropriate staff person. You will be notified shortly if more information is required on the application or if it is scheduled for a hearing.

Depending on when you submit your application during the review cycle, your application may remain in this status for several weeks.

APPLICATION SUBMITTED: An application has successfully been submitted, but BLC staff has not yet reviewed it. You will also receive an email confirmation to the email of the applicant.

APPROVED: The application has been approved by the commission exactly as submitted. Be sure to print out the approval placard provided and display it on site for the duration of construction. Failure to do so may result in a stop work order.

APPROVED FOR EMERGENCY REPAIR: This status is reserved for projects that are of urgent nature and pose a danger to the public or building occupants. Projects with interior water damage also qualify for emergency repairs. Evidence is required to be submitted to staff with the application. Staff will determine if the project qualifies for emergency repair. Emergency repair applications are still required to be reviewed by the Commission at a later date.

APPROVED WITH PROVISOS: The application has been approved by the commission with some modifications or requests. Read your approval carefully to be sure there are no outstanding requirements needed before a final approval can be issued.

APPROVED WITH PROVISOS (PROVISOS FULFILLED): The application has been approved by the commission with some modifications or requests. Staff has determined that all of those provisions have been met.



ARCHAEOLOGY REVIEW: Project is currently being reviewed by our archaeology team. No action is required on the applicant's end. If additional information is needed, a member of the Office of Historic Preservation staff will reach out.

CLOSED, APPLICATION INCOMPLETE: After three attempts to notify you that your application was incomplete, we have closed your application due to no response. If you wish to continue your application for work, you must complete a new application online.

CONTINUED: Your application was partially reviewed at a hearing, but still has requirements that are either outstanding, or waiting to be reviewed at another hearing.

DENIED: The application has been denied by the commission and the project cannot proceed. Applications that have been denied may not be the subject of a new application for a period of two years, unless substantially revised.

DENIED WITHOUT PREJUDICE: A denial without prejudice is a request for additional documentation or design development that does not dispose of the Commission to approve an application upon a subsequent hearing. If you wish to pursue the Commission's approval for this work, a formal request must be made to Commission staff, accompanied by all documentation requested by the Commission.

EMERGENCY REPAIR APPROVAL: The work you are applying for has been approved by staff for emergency repairs. The application will still be placed on the next possible agenda, but the applicant does not need to wait until the hearing before starting the work. Emergency reviews are authorized by staff when there is a danger to the public or occupant of the building.

EXEMPT: The work you are applying for is not within the purview of the Commission. If you receive this notification please keep the exemption letter for your records.

FAILURE TO APPEAR: The applicant did not attend the hearing as required. No decision has been made and you will need to contact staff to reschedule and agree to sign a continuation form. If you do not notify staff, your file will be filed as closed; incomplete.

HEARING SCHEDULED: The application has been scheduled for a hearing. This application status will also indicate if you have been scheduled for a Design Review Hearing or an Administrative Review Hearing. For Design Review Hearings, attendance is required. For Administrative Review Hearings, attendance is NOT required.



HEARING SCHEDULED / ADVISORY REVIEW: The application has been scheduled for a hearing but only for comments; no decision will be made. This hearing type is intended to advise the applicant on how their project is progressing and to make recommendations for changes before a formal application is received.

HOLD; OUTSTANDING VIOLATION: The property where work is being applied for has an outstanding violation that must be addressed before new work may be approved. All permits will be rejected until the violation is resolved. Violation fees may also be assessed.

INCOMPLETE/MISSING INFORMATION (1, 2 & 3): If an application is marked with this status, log in to the online application portal and add any missing information. Notes on missing information will be under the 'Staff Notes to Applicant' section of the application. Please update the application based on this information. If a document is missing, upload the document using the "Missing Information" upload field. This will automatically notify staff that the missing information has been received. *Incomplete applications cannot be added to a hearing agenda.* Our office will attempt to contact you three times to notify you that your application is incomplete. If we still do not hear from you, we will close your file and determine it to be incomplete. If you still wish to pursue the project, you must submit a new application with a new application fee. Application fees are non-transferable.

VIOLATION RATIFICATION APPROVAL: This status indicates that the proposed resolution of a violation has been accepted by the Commission. **Important:** The violation will not be ratified until photographic evidence has been submitted to staff for verification that the issue has been resolved in accordance with the direction given by the Commission. Failure to do so could result in delays in future applications.

WITHDRAWN: This status indicates that the applicant has decided not to continue to pursue historic review and your application has been removed. This is typically at the request of the applicant, which must be received in writing.



APPLICATION FORM DETAILED INSTRUCTIONS

PART I:

ADDRESS: Provide the legal property address (street number and street name). Regardless of the neighborhood the property is located, enter “Boston” as the city.

NAME OF BUSINESS/PROPERTY: Provide the business name for a commercial property, for example a restaurant. If the property has a historic name, please provide that name. *If neither applies, leave this space blank.*

PART II:

We use the names, phone numbers, email and postal addresses in the application form for all communications about the application, including hearing notices and commission decisions. Please provide accurate information. The applicant will be considered the primary contact for pertinent communications.

APPLICANT: Provide name of contact person, organization (if applicable), daytime phone number, email address and complete mailing address. Anyone can act as an applicant: property owner or representative (such as a property manager or attorney), tenant, architect, contractor, etc.

PROPERTY OWNER: Provide name of the legal property owner (and contact person if applicable), daytime phone number, email address and complete mailing address. *Property Owner* is the owner of the entire building or site, not the owner of a business or unit inside the building. If the structure is a condominium building, the chair of the condo board must sign in the ‘owner’ field.

ARCHITECT: If an architect or other design professional is involved with the project, you should provide name, phone number, email address and mailing address. If not, leave this space blank.

CONTRACTOR: If a contractor has been selected, provide name, telephone number, email address and complete mailing address. If not, leave this space blank.



PART III:

Commissions review a wide variety of projects; therefore, the amount of documentation varies with the scope of work. Please refer to the required documentation instructions below or consult staff regarding your specific project, if necessary.

The application and documentation are part of the Commission's public record. Please use the electronic application only, paper versions cannot be considered part of the application. We also request a digital version of your hearing presentation be attached to the application using the *Presentation Upload* field to make it available on the city's public notice website. All documentation should be attached to the online application under the *Additional Supporting Documents*, *Presentation Upload* and *Existing Conditions Photographs* sections. All images of existing conditions should be uploaded under *Existing Conditions Photographs*. Signature pages and anything else you wish to add must be uploaded as one document under *Additional Supporting Documents*. All documentation, including color photos and drawings, must be dated and labeled with the property address. See the *Specific Documentation Requirements* section below for more information on file size requirements and sharing attachments.

Interior floor plans are generally not required except for Individual Landmarks with interior designations (see website). Be aware that some interior work affects the exterior of a building - window replacement, changes in floor levels, elevators, fireplaces, mechanical systems, fire egress, window signs, exhaust/air vents, etc. - are exterior impacts most likely to be subject to commission review; consult staff. Revisions to projects between filing the application and the hearing date are not uncommon. If further design details have developed, please notify staff of the changes and submit a set of revised drawings with you to the hearing for the commission's files. Additions to the scope of work, however, are not permitted to be discussed by the commission at the hearing. A separate application and public hearing are required.



DESCRIPTION OF PROPOSED WORK:

A concise, complete summary of the entire scope of work, including the existing conditions, historic conditions if known, and the proposed scope of work, for example

"Remove all of the non-historic aluminum windows on the front façade and install two-over-two, double-hung, wood window sashes with true divided lights and wood brick molds, all with a black painted finish to match the historic."

An itemized list of work items is strongly recommended. This description is used to create the official notice and subsequent decision, and it must clearly represent the entire project. You must provide a summary of the scope of work in the space on the front page of the form or the application is considered INCOMPLETE. Additional pages can be attached if necessary to provide additional more detailed information.

DO NOT TYPE "SEE ATTACHED" IN THE PROJECT DESCRIPTION SECTION – THE APPLICATION WILL BE CONSIDERED INCOMPLETE.

REQUIRED DOCUMENTATION

All applications must have supporting documentation that clearly illustrates the existing conditions, the scope of work and its impact on the building: color photographs, fully dimensioned existing and proposed drawings, written specifications, etc. You are not required to hire an architect but professional design advice is strongly recommended, especially for projects involving construction or design changes.

DOCUMENTATION SHOULD ADDRESS THE FOLLOWING CLEARLY AND COMPLETELY:

- What is being proposed? Sample: "Replace existing roof deck with new, expand size by three feet."
- How, specifically, will the work be performed?
- Exact location on the building that will be affected, with photographic support.
- Show what the building will look like when the proposed work is finished.



PART IV:

SPECIFIC DOCUMENTATION REQUIREMENTS:

EXISTING CONDITIONS PHOTOGRAPHS: *Applications without clear, color photographs are considered incomplete.* Current, clear color photographs are required for all applications, including for ordinary maintenance and repair projects in order to record existing conditions. These photographs should be uploaded to the *Existing Conditions Photographs* section of the online application. Context and close-up photos must also be provided of the building facade in its entirety; including any rear or side elevations, roof, individual details, and abutting buildings, if affected. High quality photographs are preferred. *Screenshots from Google Street View or other online mapping services are not allowed.* Alternatively, file sharing services such as Google Drive and DropBox may be used. Add a link for the file sharing service in the 'Project Description' section of the online application. Contact staff with any questions regarding file sharing. There are no file size limits in the application, but a file less than or equal to 20MB is preferred.

ATTACHMENT FORMAT: PDF documents are preferred for presentations, existing condition photos, and additional information. Powerpoint presentations are also acceptable. All files should be named with the address of the project followed by a description of the document. Powerpoint presentations are discouraged but acceptable.

Example: 1cityhallplaza_existingconditions

REPAIRS AND MAINTENANCE:

- Photographs documenting existing conditions,
- A written scope of work,
- Specifications (methods, materials, colors, etc.) this includes projects involving cleaning and repair of masonry and other historic exterior materials.
- Test patches on site may be required for all maintenance items.

REPLACEMENT:



- Photographs to document existing conditions; drawings or specifications for both existing and replacement elements that compare existing to proposed conditions. This allows staff and the Commission to ensure consistency in terms of material or color samples.
- For replacement windows, both existing and proposed fully dimensioned elevation, horizontal section, and vertical section drawings must be submitted with all of the details fully dimensioned (top rail, meeting rail, stiles, muntins, bottom rail, sill, brick mold, etc.).

MINOR MODIFICATIONS:

- Photographs documenting existing conditions,
- Sketches or shop drawings (drawn to scale and including all dimensions, materials, colors, method of attachment, etc.),
- Manufacturer literature or specifications sketches or elevation drawings showing the proposal in context with the building or site.

DESIGN CHANGES, MAJOR ALTERATIONS - FACADES, REAR OR SIDE

ELEVATIONS:

- Photographs to document existing conditions;
- full elevation drawings of both existing and proposed conditions (annotated, labeled, dated, drawn to scale);
- detailed drawings of specific elements; manufacturer literature; material and color samples.
- For basement excavations, gates/fences, landscaping**, parking areas, paving, new stoops/stairs, other site alterations: same documentation as above plus full section drawings.
- A new fire egress required by Inspectional Services Dept.: same as above plus certification from ISD that work is required. *Note that approval for egress requirements is not guaranteed. Please contact staff as soon as possible during the design phase.*
- Increase in height, square footage, enclosed space, legal use or occupancy: same as above plus written certification of zoning status.



SIGNAGE:

- Photograph of entire building façade, plus close-up details of subject storefront or other building element;
- Drawing(s) of signage indicating where it will be positioned on building,
- To-scale detail drawings of sign dimensions,
- Materials, methods of attachment;
- Lighting, colors, and lettering sizes.

ALTERATIONS TO ROOFS: This includes roof decks, additions, elevator headhouses, rooftop mechanical equipment, etc.

- Required documentation as stated above under "Design Changes" plus color photos of existing rooftop conditions;
- color photographs of the rooftop mock-up,
- existing and proposed roof plans;
- full sightlines section drawings;
- full elevation drawings showing context; block plan.
- For equipment: documentation as above plus manufacturer literature. F
- or any increase in the floor area ratio (FAR): block plans should indicate existing additions on the block.
- For decks, headhouses, additions, or mechanical equipment, a mock-up of the proposed height and volume on site will be required by the commission to determine visibility before approval. To save time, a mock-up should be in place at the time your application is submitted (photographed on the roof and from the ground), so that it may be inspected and verified by staff.

MAJOR CONSTRUCTION:

- Complete photographic documentation of the site;
- full, detailed construction drawings, including context of abutting buildings, site and block plans.
- Advisory (informal) presentation before the commission of preliminary concepts and drawings may be helpful before filing an application or proceeding with design development.



DEMOLITION (ALSO SEE ARTICLE 85 FOR NON-LANDMARKED STRUCTURES):

- Complete photographic documentation of the structure (interior and exterior),
- Report on historic and architectural significance of the building;
- Engineer's report documenting condition of the building;
- Economic impacts of demolition vs. rehabilitation; site and
- Block plans;
- Certification from ISD that demolition is required for public safety;
- Proposal for new construction on site.

ESTIMATED COST OF CONSTRUCTION: Estimate the total cost of the work proposed.

PART V:

SIGNATURE PAGE QUESTIONS

DULY AUTHORIZED SIGNATURES (BOTH REQUIRED): The applicant AND the legal property owner must sign the application form as required. It may be the same person, but two signatures are required in each of the signature fields.

There are two ways to sign the application: complete an electronic signature on the website, or sign and upload a signature page and attach it to the *Additional Supporting Documents* field in the application portal.

UNSIGNED OR PARTIALLY SIGNED FORMS ARE CONSIDERED INCOMPLETE.

For condominiums, the association chair or authorized representative (such as a property manager) shall sign as owner; for institutional ownership, an authorized representative shall sign as owner. The property owner's signature represents consent to the work being proposed.

NOTE: A signature on the application confirms that the facts in the application and accompanying documentation are true. Misrepresenting owner consent/signatory authority and/or relevant facts in the application **shall invalidate any Certificate of Appropriateness or Design Approval and approval for permits.** The Design Review



Application is limited to the aforementioned work. Any additional exterior work performed under the current ownership must be submitted by application and approved by the appropriate commission. Any unauthorized work will be required to be removed.

The Boston Landmarks Commission maintains an online application to expedite and simplify the application process. If the applicant is different from the owner of the property, the applicant AND the legal property owner must sign the application form as required. If the applicant and owner are the same, they must sign in both locations. There are two ways to sign the application:

1. Complete the application using the electronic signature field on the online application.
2. Download, sign, and upload the signature page PDF and attach it to the 'Additional Supporting Documents' field on the application form. Be sure to label the signature page as described in the application.

IMPORTANT: THE APPLICATION IS NOT COMPLETE WITHOUT SIGNATURES, FEES AND REQUIRED DOCUMENTATION.

COMMON QUESTIONS ABOUT SIGNATURES FOR APPLICATIONS

Question: If the applicant and the owner are in different locations how can we complete the signature page?

Answer: Please download and sign the signature PDF and then upload and forward it to the other party to do the same. Once you have both signatures on the same form please upload it to the application using the "additional supporting documents" field as needed. A wet signature is not required.

Question: If the applicant (non-owner) signs the application electronically, can the owner sign using the PDF signature page?

Answer: Yes. As long as both signatures are included with the application.

Question: Will the online application allow multiple documents to be uploaded to the "Additional Supporting Documents" section?



Answer: Yes, however you must combine the PDF pages together. Refer to your PDF program help guide for more information on how to combine PDFs.

Question: If the owner is unable to sign the signature page can another person sign the application on their behalf?

Answer: Yes, however you must be a legal representative.

Question: If the owner cannot sign the signature page can an exception be made to mark an “emergency application” complete?

Answer: No. An application must have the owner or their legal representative’s signature.

Question: Can BLC staff accept signatures pages via email or mail?

Answer: Yes. If there is any trouble uploading a signature document, you may email it to the staff person assigned to the project. Please be sure the email contains the application number (if assigned), applicant name and property address where work will take place.

** Specific Landscape Requirements for the Aberdeen Architectural Conservation District can be found on the website, the following covers Landscaping and Tree Removal within the Back Bay Architectural District:

The Back Bay Architectural Commission (BBAC) has review authority over front-and rear-yard trees located on private property within the boundaries of the district. Believing that well-maintained trees of appropriate species, scale and location are an important visual amenity, the commission discourages the casual removal of trees. In many cases, diseased and/or overgrown tree limbs can be addressed. At the same time, the commission understands that it is sometimes necessary to remove trees with health or structural integrity issues, or those with roots causing damage to foundations or other below-grade infrastructure systems. In considering the appropriateness of removing trees under the relevant guidelines, the BBAC requires that applications include the following items of documentation:

- Photographs and site plans depicting the tree or trees identified for removal within their context.



- For trees that are believed to be diseased or unstable, a report from a certified arborist as to the health of the tree(s).
- For trees whose root systems may be damaging foundations or utilities, a structural engineer's report detailing the nature and extent of the compromise.
- A plan for the introduction of replacement tree(s) should the commission so require.
- Tree species identification is required in all cases.

AFTER THE APPLICATION APPROVAL

After an application is approved, the applicant will receive an application status update via email. The applicant will also be able to check the update in their application portal. An approval letter will be uploaded in the online portal, which can be used to obtain a building permit with the Inspectional Services Department (ISD).

APPROVAL PLACARD Please print your approval placard for display at the construction site - visible to the public and near the building permit. Failure to do so could result in the issuance of a stop work order or violation notice. The placard will also inform the public of the work happening at the property and reduce the need for community outreach by the property owner.



FEES FOR DESIGN REVIEW APPLICATIONS

For Certificate Of Appropriateness/Design Approval/Exemptions
(As authorized under City of Boston Code, Title 14, Section 450) Effective 1 March 2004

NOTE: All fees should be paid online through the application portal. See instructions below for details. If you are unable to pay online, you may submit a check or money order made payable to the City of Boston. If you pay online, a non-refundable service fee will be applied.

\$25.00 **Minor modifications** to the exterior architectural features of a building, including painting, cleaning of masonry, interior window signs, masonry repointing, new window shutters, planting boxes or parterres, paving surfaces, intercom and security devices, storm windows, lighting, residential window grates, screens, benches and plaques.

\$50.00 **Design changes** to the façade of a building, including but not limited to changes to or installation of doors, windows, balconies, exterior signs, roof decks, handrails, fences, masonry walls, changes to window size, siding or roofing materials, skylights, solar panels, large antennae, ramps, new chimneys and flues, residential vents, fire escape, heat pumps and non-portable air-conditioning units, major masonry repair (including resurfacing of stoops and brownstone façades).

\$100.00 **Major alterations** to the exterior design or form of the building, including replacement of front stoop, roof headhouse, new penthouse, new storefront, yard excavation, commercial exhaust vent, new or raised dormer, new window and door openings, new terrace, demolition and increase to floor area.

\$250.00 **Major construction** including new building, infill structure, or major development project.



In cases where the cost of new construction or major exterior changes exceed five hundred thousand dollars (\$500,000), the fee shall be one-half (1/2) of one percent (1%) of the fair cost of the work, provided, however, that in no case shall the fee be more than five thousand dollars (\$5,000).

For Certificates of Design Approval for work on a Landmarked interior space not requiring a building permit from the Inspectional Services Dept. The fee shall be ten dollars (\$10.00), in all other cases twenty five dollars (\$25.00).

All applicants must pay the appropriate design review application fee.

PAYMENT INSTRUCTIONS

Pay Online: The City of Boston offers constituents easy and convenient options for making online payments through a third-party service provider. The third-party service provider may assess a service fee for processing these payments.

Payments made by electronic check/ACH are not subject to a service fee. However, payments made by debit or credit card will be assessed a non-refundable service fee of 2.75% of the total payment amount (\$1.00 minimum).

Pay by Mailing: Fill out a check with the correct amount as determined by the guidelines above and address it to the City of Boston. In the Memo Section, please put the address of the property where work is being proposed. Sign the check and mail it to the following address:

Boston Department of Historic Preservation

20 City Hall Avenue Floor 3


Boston, MA 02108

Note that our office is not open to the public for drop ins. Questions? Call The Office of Historic Preservation staff at 617-635-1935.



VIOLATIONS

Violations are defined as work that has been performed on properties within the respective historic district or Landmarks Commission purview that has not been previously approved. Violation notices are sent to the owner address on file with the City Assessor’s Office. Staff will also notify applicants of violations through the application portal:

Violations	App. Status	Fee
 1 City Hall Square Boston, MA 02201	Incomplete/Missing Information (3rd and Final Notice)	\$50
	Incomplete/Missing	\$25

Until all violations are ratified at a property, additional work within the purview of the Commissions may not be authorized. Violations may also result in the issuance of penalty fees. Refer to the respective enabling legislation for the amount and frequency of these penalties.

ENABLING LEGISLATION: [Beacon Hill](#), [Back Bay](#), [BLC & All Other Commissions](#)

If you have received a violation notice, do not ignore it. Please contact staff at your earliest convenience to discuss a plan to remedy the violation.



TRANSLATIONS & INTERPRETATIONS

The Boston Landmarks Commission offers translations and interpretation services for communication and mobility impairments, as well as the most common languages spoken in the City of Boston **at no charge to you**. Should you require any of these services, please contact our office as soon as possible to arrange for accommodations. You can find translated [applications in 12 of the most common languages spoken in the city on our application portal](#).



ENGLISH: Interpretation, translation, and disability accommodation services are available to you at no cost. If you need them, please contact us at BLC@boston.gov, LCA@boston.gov or 617-635-1935.

SPANISH - ESPAÑOL: Hay servicios de interpretación, traducción y adaptaciones para discapacidades a su disposición sin costo alguno. Si los necesita, por favor póngase en contacto con nosotros mandando un correo electrónico a BLC@boston.gov, LCA@boston.gov o llamando a 617-635-1935.

HAITIAN CREOLE - KREYÒL AYISYEN: Sèvis entèpretasyon, tradiksyon, ak sèvis akomodasyon pou andikape disponib pou ou gratis. Si w bezwen sèvis sa yo, tanpri kontakte nou nan BLC@boston.gov, LCA@boston.gov oswa 617-635-1935.

TRADITIONAL CHINESE - 繁體中文: 我們可以為您提供免費的口譯, 筆譯, 和殘疾人士合理照顧服務。如有需要, 請前與我們連絡, 發電子郵件至 BLC@boston.gov, LCA@boston.gov 或致電 617-635-1935.

VIETNAMESE - TIẾNG VIỆT: Các dịch vụ thông dịch, dịch thuật và hỗ trợ người khuyết tật được cung cấp miễn phí cho bạn. Nếu bạn cần họ, vui lòng liên lạc với chúng tôi theo địa chỉ BLC@boston.gov, LCA@boston.gov hoặc 617-635-1935.



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CABO VERDEAN CREOLE - KRIOLU: Nu ta ofere-se-bu sirvisus di interpretason, traduson y sirvisus di komodason pa gentis ku difisénsia di grasa. Si bu meste kes sirvisu la, kontata-nu pa email BLC@boston.gov, LCA@boston.gov ó pa telefóni, pa númeru 617-635-1935.

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SOMALI - AF SOOMAALI: Adeegyada tarjumaadda luuqadaha iyo hoyga naafada ayaa diyaar kuu ah adiga oo aan wax kharash ah ka bixin. Haddii aad u baahatid iyaga, fadlan nagala soo xiriir BLC@boston.gov, LCA@boston.gov ama 617-635-1935.

العربية - ARABIC

خدمات الترجمة الشفوية والتحريرية والتسهيلات لذوي الإعاقة متوفرة لك دون تحميلك أي تكلفة. إذا احتجت لهذه الخدمات، يرجى التواصل معنا على البريد الإلكتروني LCA@boston.gov، BLC@boston.gov، أو على رقم الهاتف

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