



**APPLICATION**  
CERTIFICATE of APPROPRIATENESS-or-  
DESIGN APPROVAL-or-EXEMPTION

Deliver or mail to:  
Environment Department  
Boston City Hall, Room 709  
Boston, MA 02201

**For Office Use Only**

APPLICATION # \_\_\_\_\_  
RECEIVED \_\_\_\_\_  
FEE \_\_\_\_\_  
HEARING DATE \_\_\_\_\_

**DO NOT RETURN THIS FORM BY FAX OR EMAIL**

**DO NOT STAMP THIS BOX**

I. PROPERTY ADDRESS \_\_\_\_\_

NAME of BUSINESS/PROPERTY \_\_\_\_\_

The names, telephone numbers, postal and e-mail addresses requested below will be used for all subsequent communications relating to this application. Environment Department personnel cannot be responsible for illegible, incomplete or inaccurate contact information provided by applicants.

II. APPLICANT \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ RELATIONSHIP TO PROPERTY \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ CONTACT NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

ARCHITECT \_\_\_\_\_ CONTACT NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ CONTACT NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

III. DESCRIPTION OF PROPOSED WORK  
**A BRIEF OUTLINE OF THE PROPOSED WORK *MUST* BE PROVIDED IN THE SPACE BELOW, OR THE APPLICATION WILL *NOT* BE ACCEPTED.** This description **MUST** include ALL proposed work, as the basis for the official notice and subsequent decision. Additional pages may be attached, if necessary, to provide more details.

REQUIRED DOCUMENTATION: Please include all required documentation with this application; review instructions carefully for details.

ESTIMATED COST OF PROPOSED WORK: \_\_\_\_\_

**IV. DULY AUTHORIZED SIGNATURES (both required – UNSIGNED/PARTIALLY SIGNED FORMS ARE INCOMPLETE)**

I, the undersigned, confirm that the facts set forth above in this application and accompanying documentation are a true statement made under penalty of perjury. I understand that misrepresenting owner consent/signatory authority and/or relevant facts in this application shall invalidate any Certificate of Appropriateness or Design Approval and, therefore, approval for permits. The Design Review Application is limited to the aforementioned work. I understand that any additional exterior work done under my ownership must be submitted by application and approved by the appropriate commission. Any unauthorized work will be required to be removed.

APPLICANT \_\_\_\_\_ OWNER\* \_\_\_\_\_

\*(The Chair must sign for condominium.)

PRINT \_\_\_\_\_ PRINT \_\_\_\_\_

*Environment Dept personnel are not responsible for verifying the authority of individuals' signatures.*

**THIS APPLICATION IS NOT COMPLETE WITHOUT SIGNATURES, FEES AND REQUIRED DOCUMENTATION.**

The checklist below is for reference only: Please refer to the detailed application instructions for deadlines, fee schedule and required documentation specific to your proposal.

- COMPLETED APPLICATION FORM
- APPLICATION FEE (Check or money order made payable to City of Boston; see fee schedule in Instructions)
- DESCRIPTION OF WORK (A brief description must be included on the front page; additional pages of detailed information may be attached. **Applications that only note “see attached” will not be accepted.**)
- PHOTOS OF EXISTING CONDITIONS
- DRAWINGS AND SPECIFICATIONS AS REQUIRED (See “documentation requirements” in instructions)

**Applicants scheduled to present at a public hearing are requested to submit an electronic version of the presentation one week prior to the hearing date.**

Drop off or send completed application with all necessary attachments to  
City of Boston Environment Department, Room 709, Boston City Hall, Boston MA 02201.  
For more information, visit [boston.gov/landmarks](http://boston.gov/landmarks) or call 617-635-3850.