



City of Boston Landmarks Commission

FOR BLC USE ONLY DO NOT WRITE OR STAMP IN THIS BOX
Petition number: _____
Received on: _____
Attest: _____ <i>Executive Director</i>
Schedule for preliminary hearing: _____

LANDMARK PETITION FORM

Prospective petitioners should contact BLC staff at BLC@boston.gov prior to submitting a petition.
 This petition must be completed in full in order to be accepted and scheduled for a preliminary hearing. Type or print legibly.
 Please email BLC@boston.gov with questions regarding the petition process.

PETITION

We, ten undersigned voters of the City of Boston, petition the Boston Landmarks Commission (BLC) as authorized by Chapter 772 of the acts of 1975 of the Commonwealth of Massachusetts, as amended

(circle one)

TO DESIGNATE

TO AMEND THE DESIGNATION OF

TO RESCIND THE DESIGNATION OF

THE FOLLOWING PROPERTY: (Please include the name of the property, if applicable; full street address; and historic name of property if known)

PROPERTY OWNER'S NAME AND MAILING ADDRESS FROM ASSESSOR'S RECORDS:

NAME: _____

ADDRESS: _____ **ZIP CODE:** _____

WARD AND PARCEL NUMBER FROM ASSESSOR'S RECORDS: _____

Assessing information available at www.boston.gov/assessing. A copy of a current tax bill may be attached if necessary.

WE RECOMMEND THE DESIGNATION CATEGORY TO BE:

 (Check one; see instructions for details)

- LANDMARK** (Check one of the following):
 Exterior only
 Interior only
 Exterior and interior
 LANDMARK DISTRICT
 ARCHITECTURAL CONSERVATION DISTRICT
 PROTECTION AREA

PETITIONERS must be residents and registered voters of the City of Boston.

Home address and email address must be provided for each petitioner; the petition may be returned if this information is incomplete. Names must be typed or printed legibly under the signature. You can include a few more than ten petitioners in case a name is illegible or a petitioner is not a registered voter. Attach an additional copy of this page as necessary.

SIGNATURE AND NAME	ADDRESS	ZIP CODE	E-MAIL ADDRESS
1. _____ _____	_____	_____	_____
2. _____ _____	_____	_____	_____
3. _____ _____	_____	_____	_____
4. _____ _____	_____	_____	_____
5. _____ _____	_____	_____	_____
6. _____ _____	_____	_____	_____
7. _____ _____	_____	_____	_____
8. _____ _____	_____	_____	_____
9. _____ _____	_____	_____	_____
10. _____ _____	_____	_____	_____

SPOKESPERSON FOR PETITIONERS: _____

PHONE NUMBER: _____

E-MAIL: _____

SURVEY RATING CATEGORY AND SIGNIFICANCE

Step 1: Find the Building Inventory Form for this property. Building Inventory Forms can be accessed online via the Massachusetts Cultural Resource Information System (MACRIS) at <https://maps.mhc-macris.net/> or by contacting BLC staff at BLC@boston.gov. If there is NO Building Inventory Form, you must contact BLC staff.

BUILDING INVENTORY FORM #: BOS. _____

NO BUILDING INVENTORY FORM LOCATED

Step 2: Identify the Survey Rating Category (**from the Building Inventory Form identified in Step 1**) - check ONE:

NATIONAL SIGNIFICANCE (formerly I. Highest Significance)

STATE SIGNIFICANCE (formerly II. Major Significance)

LOCAL SIGNIFICANCE (formerly III. Significant)

CONTRIBUTING TO A HISTORIC DISTRICT / MAY CONTRIBUTE (formerly IV. Notable or V. Minor)
or **NON-CONTRIBUTING** (formerly VI. Non-Contributing)

NO SURVEY RATING CATEGORY INDICATED

BLC staff shall not accept petitions for resources without a survey form, without a survey rating category, or that are rated Contributing to a Historic District, May Contribute to a Historic District, or Non-Contributing.

If BLC staff is considering a potential petition for a property without a survey rating or rated lower than Local Significance, staff shall invite petitioners to submit a letter to request that the Commission review and consider establishing or changing the rating. Those requesting a new survey rating or rating change **MUST** provide information that will assist BLC staff and the Commission with its review.

RESEARCH CHECKLIST - Please fill out the checklist below with sources of information, if applicable. Check which resources were used and include a citation. For guidance on researching, please visit our website at boston.gov/landmarks.

HISTORICAL MAPS / ATLASES _____

HISTORIC IMAGES _____

BUILDING PERMITS _____

DEEDS _____

PROBATE RECORDS _____

CITY DIRECTORIES _____

CENSUS RECORDS _____

OBITUARIES _____

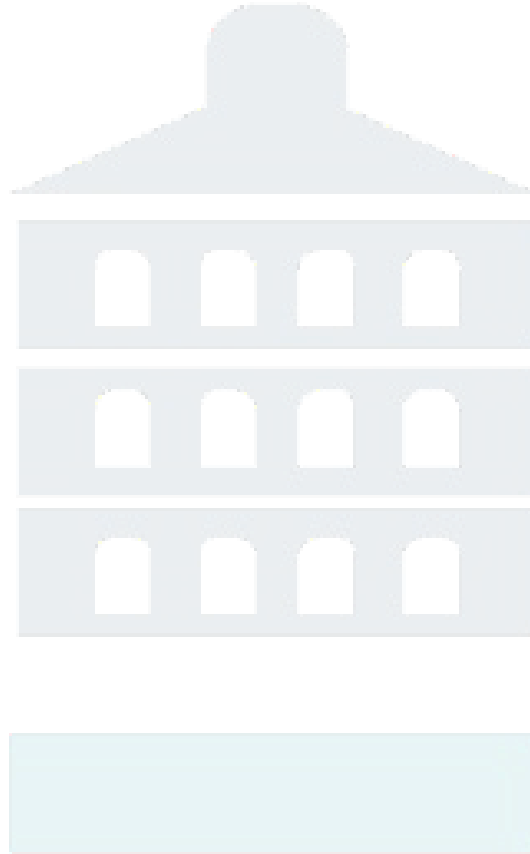
MANUSCRIPTS/DIARIES/JOURNALS _____

NEWSPAPER/MAGAZINE _____

BOOKS _____

OTHER _____

BRIEF SUMMARY - We recommend this action for the following reasons: *(Add attachments with architectural and/or historical significance from the Building Inventory Form and/or additional research materials as necessary.)*



REQUIRED ATTACHMENTS:

1. **A location map must be submitted with the petition form.** *The map should clearly delineate the outline of the site being proposed for designation, such as the building footprint or parcel boundary for a proposed Landmark, or the proposed street boundaries for a District or Protection Area. Maps may be obtained via an online mapping site or through the City's Assessing website, available at <http://www.boston.gov/assessing>.*
2. **Include photographs of the property or district petitioned.** *High-quality color photographs are preferred.*

INSTRUCTIONS FOR COMPLETING BOSTON LANDMARKS PETITIONS

Follow these instructions when submitting a petition for a Landmark, Landmark District, Architectural Conservation District, or Protection Area. All sections of the petition must be completed in order for Commission staff to review and accept the petition. Prospective petitioners should contact BLC staff at BLC@boston.gov prior to submitting a petition. For further information, see the Boston Landmarks Commission enabling legislation, Chapter 772 of the Acts of 1975 on boston.gov/landmarks.

Page 1.

Check the “To Designate” line unless you know that the building, site, or area to which you refer is already designated by the Boston Landmarks Commission. Any change to an existing designation, such as enlarging or reducing its size (short of outright rescission), is an amendment; in such a case check the “To Amend the Designation Of” line.

A proposed individual Landmark is identified by its complete address, in addition to any commonly used name. Ward and precinct are also required to confirm the exact location of the proposed Landmark, Landmark District, Architectural Conservation District, or Protection Area.

Most recent owner’s name and address can be found online at boston.gov/assessing via Assessing Online. This information is mandatory for Landmark petitions. The Commission does not require addresses for proposed Landmark Districts, Architectural Conservation Districts, or Protection Areas; however, providing this information may speed up the designation process.

The designation category for an individual building or site is “Landmark.” To be considered for a Landmark designation, a property must have significance at the local level, the state level, New England region, or national level. To be considered for Landmark District designation, a district must have significance at the local level and at the state, New England region, or national level. A district will be considered for “Architectural Conservation District” status if its significance is at the local level. A “Protection Area” must be contiguous with an individual Landmark, Landmark District, or Architectural Conservation District and be visually related to the Landmark, Landmark District, or Architectural Conservation District and constitute an essential part of the physical environment of the individual Landmark, Landmark District, or Architectural Conservation District. A petition for the designation of a Protection Area will be considered only if an adjacent Landmark, Landmark District, or Architectural Conservation District has already been designated, or if a petition to designate an adjacent Landmark, Landmark District, or Architectural Conservation District accompanies the Protection Area petition.

Page 2.

Petitioners must be current residents and registered voters of the City of Boston. Type or print the names of the petitioners under their signatures. There must be at least 10 petitioners; attach additional pages if needed. **We recommend limiting the list of petitioners to no more than 15 in order to limit the time required to verify their voter registration.** Address, ward, and precinct must be included for all petitioners. All signers must be verified by the Election Department as registered Boston voters; legibility is essential.

One petitioner must act as spokesperson for the group and be available for contact in case the petition requires clarification. A phone number and email address must be provided for the spokesperson.

Page 3.

Provide the City of Boston Building Inventory Form number and Survey Rating Category. Building Inventory Forms are also called survey forms, they can be found online at the Massachusetts Cultural Resource Information System (MACRIS) website maps.mhc-macris.net/ or by contacting BLC staff. **CHECK ONLY ONE CATEGORY.** If there is no Building Inventory Form, let BLC staff know. If there isn’t a Survey Rating Category, contact BLC staff with a written request for a Survey Rating Category. Please provide staff with any information that might assist in the preparation of the Survey Rating Category. BLC staff will assign a rating within 30 days of receiving a written request. If it is different from the existing rating, the Commission must vote on the changed rating.

Page 4.

Provide a summary of petitioners' recommendation for the proposed Landmark, Landmark District, Architectural Conservation District, or Protection Area. Attach additional pages as necessary, but note that petitions marked only "See Attached" in this area are incomplete.

A location map must be submitted with the petition form. The outline of the building, structure, or site and property boundaries (for Landmarks), or the District boundaries or Protection Area boundaries, must be clearly delineated. Maps may be obtained digitally, via an online mapping site, or through the City of Boston's "Assessing On-line" function, available at boston.gov/assessing.

Include photographs of the building, structure, site, or area petitioned. High quality color photographs are preferred.

Stage 1: Draft petitions may be submitted via email to BLC@boston.gov. Fill out pages 1, 3, 4 and any attachments. Page 2 is not necessary at this stage.

BLC staff will work with petitioners through the spokesperson to complete the draft petition.

Stage 2: Once BLC staff determine the petition is complete, please email to BLC@boston.gov a pdf of the entire petition. Also provide by mail or hand delivery a hard copy of the petition with "wet" signatures. **Do not bind the hard copy petition.**

The completed hard copy petition can be mailed or dropped off (**by appointment only**) to:

Executive Director of the Boston Landmarks Commission
Kirstein Building, 3rd Floor
20 City Hall Square
Boston, MA 02108

The Commission will hold a preliminary hearing with the petitioners to hear their reasons for proposing the designation. The spokesperson for the petitioners is expected to attend the preliminary hearing and present the petition to the Commission. This brief hearing is held within 30 days of the Executive Director of the Commission's acceptance of the petition. Petitioners and owner(s) of the petitioned property will be notified of the date ten days prior, as is usual for BLC hearings. Preliminary hearings take place at regular Commission hearings, held on the 2nd and 4th Tuesday of each month.



City of Boston
Landmarks Commission