

A GUIDE TO APPLYING FOR DESIGN REVIEW

In a historic district or individual landmark



City of Boston
Landmarks Commission

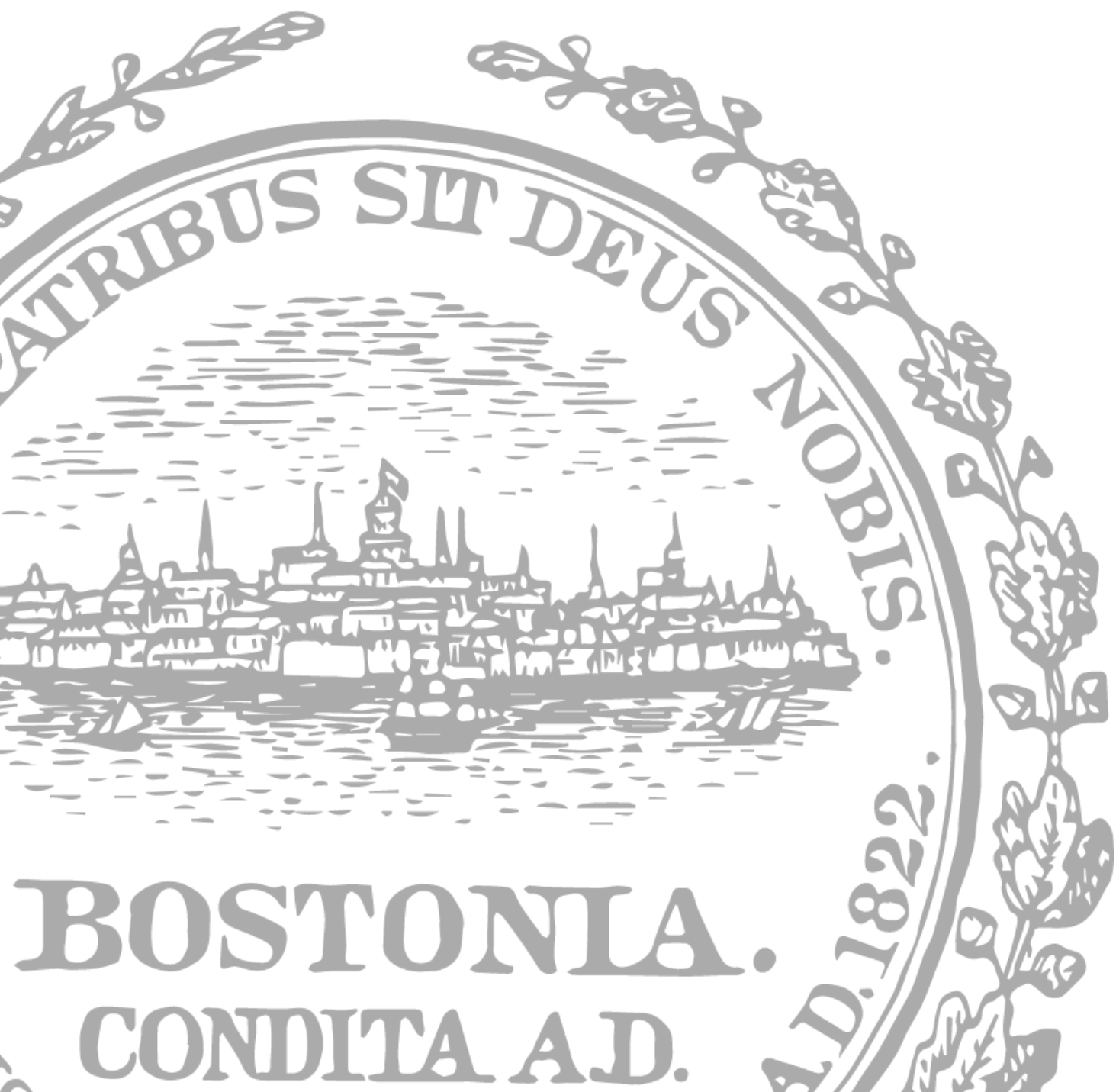




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INSTRUCTIONS FOR COMPLETING A DESIGN REVIEW APPLICATION

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: To consult with any member of staff please email blc@boston.gov, or call 617-635-1935 for answers to basic questions and/or to make an appointment for consultation. Staff is available by appointment for both in-person and virtual meetings 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.**

APPLICATION ARCHIVES: The Boston Office of Historic Preservation no longer maintains paper application files on-site.



Files Reviewed Before ~2015

- Application files reviewed prior to ~2015 are stored at the City Archives Department.
- These files are available to the public by appointment.
- Contact the City Archives Department to schedule an appointment or obtain additional information.

Files Reviewed Between ~2015 and 2021

- Application files reviewed approximately between ~2015 and 2021 are stored off-site.
- These files are available upon request with advance notice.
- Contact the Office of Historic Preservation staff for assistance.

Files Completed After 2021

- Application files completed after 2021 are available in digital format.
- Contact the Office of Historic Preservation staff for access or additional information.

APPLICATIONS AND HEARING DATES: Our commissions' monthly design review hearings are open to the public. Hearings are located either at City Hall, 26 Court Street 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 except when using a language other than English is requested. 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 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 an approval by email 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. Once an agenda item has been posted and registered with the City Clerk, it may not be changed. 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.

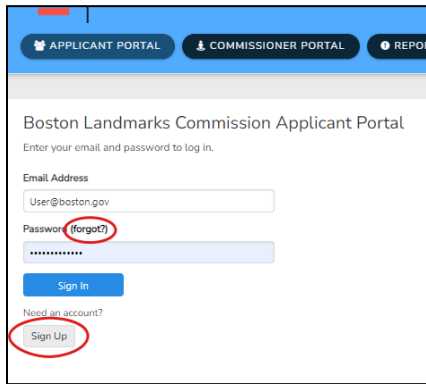
ONLINE APPLICATION OVERVIEW

BEGINNING AN APPLICATION Navigate to the Landmarks Commission page at boston.gov/landmarks. Click the blue button labeled “Apply for Design Review Online”, located on the right under the contact and hours information.

- **First-time applicants:** You will need to create a free account, which can be used to track all future applications.
- **Returning applicants:** Log in to your existing account to begin a new application.

The Boston Landmarks Commission reserves the right to archive your application at any time. Please save a copy for your records.

FORGOT PASSWORD: If you forgot your password, click the “**forgot**” link. The system will email you a form to reset your password. If you no longer have access to the email address used for the account, contact our office for assistance.



FILLING OUT THE APPLICATION Complete the application online as directed. A red asterisk (*) indicates required information. See Parts I, II, and III below for detailed instructions on each section of the application.

ADDING SUPPORTING DOCUMENTS:

- Upload images of existing conditions to the **“Existing Conditions Photographs”** section.
Upload all other supporting documents, including the signature page, to the **“Additional Supporting Documents”** section.
- If you have multiple additional documents, combine them into a single PDF before uploading.
- See Part III for detailed instructions on required documentation.

COMMON PROBLEMS WITH SUBMISSIONS:

- Ensure all fields marked with a red asterisk (*) are completed.
- You must answer “Yes” to the question: **“Have you received all necessary approvals from other city agencies, including but not limited to Zoning, Parks, Architectural Access, etc.?”**
- All necessary approvals from other city agencies must be obtained before applying for historic review. You may apply for a building permit simultaneously, but the permit will not be issued until you provide the Building Department with a Certificate of Appropriateness.

EDITING APPLICATIONS You may edit your application at any time until it has been scheduled for a hearing. To do so, log in to the application portal and click the **“Edit”** button next to your application information.



APPLICATION FEE The fee depends on the type and scope of work proposed. Details on fee categories can be found in the table of contents of this document. Applications are not considered complete until the fee is received. Fees may be paid online or by personal/cashier's check.

APPLICATION STATUS

- Applicants will be notified via email of any updates to the application status.
- After receiving an email, log in to the application portal to view the updated status and any notes from BLC staff. Applicants are responsible for monitoring their application status. Once a final decision has been made, save a copy of your application for your records.
- The Boston Landmarks Commission reserves the right to clear applications from its online program annually to conserve server space. Copies will remain on file electronically at our office for reference.

STATUS DEFINITIONS:

ADVISORY REVIEW: This status indicates that the application will be reviewed at the indicated hearing under advisory review. This review provides guidance directly from the Commission on a potential project. No vote will be taken during this review. Any applicant may appear before the 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 if additional information is required or if the application has been scheduled for a hearing. Depending on when you submit your application during the review cycle, it may remain in this status for several weeks.

APPLICATION SUBMITTED: The application has been successfully submitted, but BLC staff has not yet reviewed it. You will receive an email confirmation at the applicant's email address.

APPROVED / APPROVED AS SUBMITTED: The application has been approved by the Commission exactly as submitted, either through design review or administrative review. Be sure to print and display the approval placard 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 of urgent nature that pose a danger to the public or building occupants. Projects with interior water damage also qualify for emergency repairs. Evidence must be submitted to staff with the application. Staff will determine if the project qualifies for emergency repair. Emergency repair applications must still be reviewed by the Commission at a later date.

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

APPROVED WITH PROVISOS (PROVISOS FULFILLED): The application was approved with modifications or requests, and staff has determined that all provisions have been met.

ARCHAEOLOGY REVIEW: The project is currently being reviewed by the archaeology team. No action is required from the applicant. If additional information is needed, a member of the Office of Historic Preservation staff will contact you.

CLOSED, APPLICATION INCOMPLETE: After three attempts to notify you that your application was incomplete or six months in this status, the application has been closed due to no response. To continue, you must submit a new online application.

CONTINUED: Your application was partially reviewed at a hearing but still has outstanding requirements or is waiting to be reviewed at another hearing. You must agree to an extension on record at a hearing and submit a signed extension form shortly after. Failure to do so will result in rejection of the application.

DENIED: The application has been denied by the Commission, and the project cannot proceed. Denied applications may not be resubmitted for two years unless substantially revised.

DENIED WITHOUT PREJUDICE: This denial requests additional documentation or design development and does not prevent the Commission from approving the application at a subsequent hearing. To pursue approval, a formal request must be made to Commission staff, accompanied by all requested documentation.

EMERGENCY REPAIR APPROVAL: The work has been approved by staff for emergency repairs. The application will still appear on the next possible agenda, but the applicant may begin work without waiting for the hearing. Emergency reviews are authorized when there is a danger to the public or building occupants.



ERRONEOUS FILING: A design review application has been submitted in error for another type of review, such as Article 85 (Demolition Delay), PIC, Section 106, etc. If you see this status, contact staff for guidance.

EXEMPT: The work is not within the Commission's purview. Keep the exemption letter for your records.

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

HEARING SCHEDULED: The application has been scheduled for a hearing. This status will indicate whether it is a Design Review Hearing or an Administrative Review Hearing. Attendance is required for Design Review Hearings and not required for Administrative Review Hearings.

HEARING SCHEDULED / ADVISORY REVIEW: The application has been scheduled for a hearing for advisory comments only. No decision will be made. This hearing provides guidance and recommendations before a formal application is submitted.

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

INCOMPLETE / MISSING INFORMATION (1, 2 & 3): If an application has this status, log in to the online portal and provide the missing information listed under "Staff Notes to Applicant." Upload missing documents using the "Missing Information" field to automatically notify staff. Incomplete applications cannot be added to a hearing agenda. Staff will attempt to contact you three times. If there is no response, the file will be closed. To continue, a new application and fee are required. Fees are non-transferable.

VIOLATION RATIFICATION APPROVAL: The proposed resolution of a violation has been accepted by the Commission. The violation will not be ratified until photographic evidence is submitted to staff verifying that the issue has been resolved according to the Commission's direction. Failure to do so may delay future applications.

WITHDRAWN: The applicant has decided not to pursue historic review, and the application has been removed. This request must be submitted in writing, typically by the applicant.



APPLICATION INSTRUCTIONS

PART I: ADDRESS REQUIREMENTS:

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: CONTACT INFORMATION:

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: WORK DESCRIPTIONS:

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



The application and all supporting documentation become part of the Commission's public record. **Only the electronic application is accepted; paper versions cannot be included in the official application.** A digital version of your hearing presentation should also be uploaded using the "Presentation Upload" field so it can be posted on the City's public notice website.

All documentation should be uploaded to the online application in the appropriate sections:

- **Existing Conditions Photographs:** All photographs showing existing conditions
- **Additional Supporting Documents:** Signature pages and any other supplemental materials (combined into one document)
- **Presentation Upload:** Hearing presentation materials

All documentation, including color photos and drawings, must be dated and labeled with the property address. Refer to the Specific Documentation Requirements section below for additional guidance on file size and attachment-sharing options.

Interior floor plans are generally not required except for Individual Landmarks with interior designations (see website). Note that some interior work affects the exterior of a building, such as window replacement, changes in floor levels, elevators, fireplaces, mechanical systems, fire egress, window signs, or exhaust and air vents. These exterior impacts are most likely to be subject to Commission review. Consult staff if you are unsure.

Revisions to projects between filing the application and the hearing date are common. If further design details develop, please notify staff and bring revised drawings to the hearing for the Commission's files. **Additions to the scope of work cannot be considered at the hearing.** A separate application and public hearing will be required for any newly added work.

DESCRIPTION OF PROPOSED WORK Provide a concise, complete summary of the entire scope of work, including existing conditions, historic conditions (if known), and the proposed work. For example:

"Remove all 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 windows."



An itemized list of all 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; otherwise, the application will be considered INCOMPLETE. Additional pages may be attached if more detailed information is needed.

Do NOT type “SEE ATTACHED” in the Project Description section. The application will be considered incomplete if this section is not filled out.

PART IV: REQUIRED DOCUMENTATION

All applications must include supporting documentation that clearly illustrates the existing conditions, the scope of work, and its impact on the building. This may include:

- Color photographs
- Fully dimensioned existing and proposed drawings
- Written specifications
- Other relevant materials

While you are not required to hire an architect, professional design assistance is strongly recommended—especially for projects involving construction or design changes.

DOCUMENTATION SHOULD CLEARLY AND COMPLETELY ADDRESS THE FOLLOWING:

- What is being proposed?
Example: “Replace existing roof deck with new deck; expand size by three feet.”
- How will the work be performed? Provide specific methods and materials.
- Where on the building will the work occur? Include photographs showing the exact location.
- What will the building look like when the work is complete? Provide drawings or other visual documentation.



PART V: SUPPLEMENTARY DOCUMENTATION REQUIREMENTS

EXISTING CONDITIONS PHOTOGRAPHS Applications without clear, color photographs are considered incomplete. Current, high-quality color photographs are required for all applications, including ordinary maintenance and repair projects, to document existing conditions. These photographs should be uploaded to the “Existing Conditions Photographs” section of the online application.

Applicants must provide both context and close-up photos, including:

- The entire building façade
- Any rear or side elevations
- The roof
- Individual details
- Abutting buildings (if affected)

High-quality photographs are strongly preferred. **Screenshots from Google Street View or other online mapping services are not permitted.**

Alternatively, applicants may use file-sharing services such as Google Drive or Dropbox. Include the link in the “Project Description” section of the online application. Contact staff with any questions about file sharing. While there is no file size limit in the application, files of **20MB or less** are preferred.

ATTACHMENT FORMAT PDF documents are preferred for presentations, existing conditions photographs, and supplemental materials. All files should be named using the project address followed by a brief description of the document.

Example: 1cityhallplaza_existingconditions

REPAIRS AND MAINTENANCE

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



REPLACEMENT

- Photographs documenting existing conditions
- Drawings or specifications for both existing and replacement elements, allowing staff and the Commission to compare materials and color samples
- Replacement windows: Submit fully dimensioned drawings for both existing and proposed windows, including elevation, horizontal section, and vertical section drawings. All details must be 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, methods of attachment, etc.)
Manufacturer literature or specifications, as well as sketches or elevation drawings showing the proposal in context with the building or site

DESIGN CHANGES / MAJOR ALTERATIONS — FACADES, REAR OR SIDE ELEVATIONS

- Photographs documenting existing conditions
Full elevation drawings of both existing and proposed conditions (annotated, labeled, dated, and 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, and other site alterations: all documentation above plus full section drawings
- For new fire egress required by the Inspectional Services Department (ISD): above documentation plus ISD certification that the work is required. (Note: Approval is not guaranteed—contact staff early in the design phase.)
- For increases in height, square footage, enclosed space, legal use, or occupancy: above documentation plus written certification of zoning status

SIGNAGE

- Photograph of the entire building façade, plus close-up photos of the storefront or relevant building element
- Drawings showing the signage location on the building



- To-scale detail drawings of sign dimensions
- Materials and methods of attachment
- Lighting, colors, and lettering sizes

ALTERATIONS TO ROOFS (Includes roof decks, additions, elevator headhouses, rooftop mechanical equipment, etc.) Required documentation includes:

- All materials described under Design Changes
- Color photographs of existing rooftop conditions
- Color photographs of the rooftop mock-up
- Existing and proposed roof plans
- Full sightline section drawings
- Full elevation drawings showing context; block plan
- For equipment: manufacturer literature
- For increases in floor area ratio (FAR): block plans showing existing additions on the block

MOCK-UP REQUIREMENT For decks, headhouses, additions, or mechanical equipment, a mock-up of the proposed height and volume is required to determine visibility before approval. To save time, the mock-up should be installed before the application is submitted and photographed from the roof and from the ground for staff verification.

MAJOR CONSTRUCTION

- Complete photographic documentation of the site
- Full, detailed construction drawings, including context of abutting buildings, site plans, and block plans
- An advisory (informal) presentation to the Commission of preliminary concepts and drawings may be helpful before filing an application or beginning design development

DEMOLITION (Also see Article 85 for non-landmarked structures)

- Complete photographic documentation of the structure (interior and exterior)
- A report on the historic and architectural significance of the building
- An engineer's report documenting the building's condition
- Analysis of the 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 the site

ESTIMATED COST OF CONSTRUCTION Provide an estimate of the total cost of the proposed work.

PART VI: 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 system to simplify and expedite the review process. If the applicant is different from the property owner, both the applicant **and** the legal property owner must sign the application form. If the applicant and the owner are the same person, they must provide signatures in both required fields.

There are two ways to sign the application:



1. Use the **electronic signature field** within the online application.
2. **Download, sign, and upload the signature page PDF** to the “Additional Supporting Documents” section of the application form. Be sure to label the signature page as instructed 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: Download and sign the signature PDF, then forward it to the other party for their signature. Once both signatures are on the same form, 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. Both signatures must be 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 into a single file. Refer to your PDF program’s help guide for instructions on combining PDFs.

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

Answer: Yes, but only if that person is 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 include the signature of the owner or their legal representative.

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

Answer: Yes. If you have trouble uploading a signature document, you may email it to the staff member assigned to the project. Please ensure the email includes the application



number (if assigned), the applicant's name, and the property address where the work will occur.

** Specific landscape requirements for the Aberdeen Architectural Conservation District can be found on the website. The following information 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 district. The Commission believes that well-maintained trees of appropriate species, scale, and location are an important visual amenity, and therefore discourages the casual removal of trees. In many cases, issues with diseased or overgrown limbs can be addressed without removing the entire tree.

However, the Commission also recognizes that it is sometimes necessary to remove trees due to health or structural integrity concerns, or when root systems are damaging foundations or other below-grade infrastructure. When considering the appropriateness of tree removal under the relevant guidelines, the BBAC requires that applications include the following documentation:

- Photographs and site plans showing the tree(s) proposed for removal within their context.
- For trees believed to be diseased or unstable, a report from a certified arborist regarding the tree's health.
- For trees whose root systems may be damaging foundations or utilities, a structural engineer's report detailing the nature and extent of the issue.
A plan for the introduction of replacement tree(s), if required by the Commission.
- Identification of the tree species in all cases.

AFTER THE APPLICATION APPROVAL After an application is approved, the applicant will receive a status update via email. The applicant may also view this update in their application portal. An approval letter will be uploaded to the online portal; this letter can be used to obtain a building permit from the Inspectional Services Department (ISD).

APPROVAL PLACARD Please print your approval placard and display it at the construction site, where it is visible to the public and located near the building permit. Failure to do so may result in the issuance of a stop-work order or a violation notice. The placard also informs the public of the work occurring at the property and reduces 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).

The commission or its staff may grant a waiver for projects whose cost exceeds \$500,000 if the applicant demonstrates that payment of the fee would constitute an economic hardship. Projects proposing to construct residential units, where no fewer than 60% of the units qualify as affordable, shall qualify for such a waiver.

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 Mail: Fill out a check for the correct amount, as determined by the guidelines above, and make it payable to the City of Boston. In the memo section, please include the address of the property where the work is being proposed. Sign the check and mail it to the following address:

Boston Office of Historic Preservation

26 Court Street Floor 2


Boston, MA 02108

Questions? Call The Office of Historic Preservation staff at 617-635-1935.



VIOLATIONS

Violations are defined as work performed on properties within a historic district or under the purview of the Landmarks Commission 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 at a property are resolved, additional work within the Commissions’ purview 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. Violations follow the property, not any individual.

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 for remedying 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](#).



LARGE
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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.



SIMPLIFIED CHINESE - 简体中文: 我们可以为您提供免费的口译, 笔译, 和残疾人士合理照顾服务。如有需要, 前与我们联系, 发电子邮件至 BLC@boston.gov, LCA@boston.gov 或致电 617-635-1935.

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

RUSSIAN -РУССКИЙ: Услуги устного и письменного перевода и по приспособлению инвалидов предоставляются бесплатно. Если Вам они нужны, просьба связаться с нами по адресу электронной почты BLC@boston.gov, LCA@boston.gov либо по телефону 617-635-1935.

PORTUGUESE - PORTUGUÊS: Disponibilizamos serviços de tradução e interpretação e adaptações especiais para pessoas com deficiências gratuitamente. Para solicitar, envie e-mail para BLC@boston.gov, LCA@boston.gov ou ligue para 617-635-1935.

FRENCH - FRANÇAIS: Les services d'interprétation, de traduction et d'adaptation aux personnes handicapées sont à votre disposition gratuitement. Si vous en avez besoin, veuillez nous contacter à BLC@boston.gov, LCA@boston.gov ou au 617-635-1935.

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 تحملك أي تكلفة. إذا احتجت لهذه الخدمات، يرجى التواصل معنا على البريد الإلكتروني BLC@boston.gov، LCA@boston.gov، أو على رقم الهاتف

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