



## OLD AND HISTORIC MARBLEHEAD DISTRICTS COMMISSION

c/o Community Development and Planning Department, Mary A.  
Alley Municipal Building 7 Widger Road, Marblehead, MA 01945  
781-631-1529

### APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

**Date of Application:** \_\_\_\_\_ **Hearing Date: (office Use)** \_\_\_\_\_

In accordance with the Old and Historic Marblehead Districts Acts (MA Acts of 1965, Ch. 101) and Chapters 110 & 233 of the By-Laws of The Town of Marblehead, application is hereby made for a Certificate of Appropriateness for:

alteration \_\_\_\_\_ construction \_\_\_\_\_ demolition \_\_\_\_\_ restoration \_\_\_\_\_ roof \_\_\_\_\_  
sign \_\_\_\_\_ other appurtenance \_\_\_\_\_

pertaining to a property in the: Old Town District \_\_\_\_\_ Gingerbread Hill District \_\_\_\_\_

**Address of Property:** \_\_\_\_\_ **Map #** \_\_\_\_\_ **Lot #** \_\_\_\_\_

**Year building erected** \_\_\_\_\_ **Architect:** \_\_\_\_\_

1. On the following page(s), please describe the work proposed. Please refer to the OHDC Application Guidelines and, if applicable, New and Modified Parking Application Guidelines.
2. This application must be submitted for review and signature, by appointment, to the Marblehead Building Department (MBD) for verification of applicable codes and bylaws. Contact the Building Department for an appointment at 781-631-2220. The Building Department signature does not constitute approval of the work by the Building Department or the OHDC.
3. Following the Building Department review and signature, submit 6 copies of the completed application to the Community Development and Planning Department by noontime the Thursday\* before the next scheduled OHDC meeting. \*Subject to change

### Owner Information:

**Signature** \_\_\_\_\_

**Name (printed)** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Numbers: Home** \_\_\_\_\_ **Work** \_\_\_\_\_ **Mobile** \_\_\_\_\_

### Applicant or Representative Information: (if different from owner)

**Signature** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Name (printed)** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Proposed Scope of Work:** Please describe ALL portions of the proposed work and include (as applicable) photographs, sketches or drawings with dimensions – existing and proposed. Amendments may be made to the application during the hearing at the discretion of the Commission. Please refer to the Old and Historic Districts (OHDC) Guidelines, and as applicable, parking submission requirements.

parking submission to:

(attach additional page(s) if necessary)

*For official use only*

Marblehead Building Department Signature

Date \_\_\_\_\_

Additional Hearings Required:

Conservation Commission Yes \_\_\_\_\_ No \_\_\_\_\_

Zoning Board Yes            No           

Planning Board Yes        No       

Is a Building Permit Required for the work proposed? Yes \_\_\_\_\_ No \_\_\_\_\_

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**781-631-1529**

**Instructions\***

In order to secure an appointment with the Commission, completed applications must be delivered to the office of the Community Development and Planning Department, Mary Alley Building, 7 Widger Road.

Your application must be submitted, by appointment, to the Marblehead Building Department (MBD) before submission to the Community Development and Planning Department for verification of applicable codes and bylaws. Contact the Building Department for an appointment at 781-631-2220. The Building Department signature does not constitute approval of the work by the Building Department or the OHDC. After sign off from the Building Department, submit 6 applications to the Community Development and Planning office and an appointment will be scheduled for the next available meeting night.

Each application must include a reasonable description of the work or sign for which the Certificate of Appropriateness is requested, including the exterior architectural features of the building or structure or addition to be erected, reconstructed, altered, restored, moved, or demolished, wherever appropriate the texture and material (shingles or clapboard, etc), trim, gutters and leaders, windows and sash, doors and door frames, number of stories and roof pitch, and in the case of a sign, a general description of the lighting. Please provide any other information necessary to enable the Commission to visualize changes in exterior appearance which will result from the proposed work. It is not necessary to submit detail designs or interior arrangements.

Completed applications include six (6) copies of the signed application, along with six (6) copies of photographs, sketches, scale plans and /or drawings showing exterior elevation (when needed). In all cases where a building permit will be required, the information submitted must be sufficient to identify the proposed work to the Building Commissioner. If an applicant is employing a builder or a professional consultant such as a architect or engineer on his project, it is urged that the builder or consultant be present at any hearing on the application.

The Commission welcomes advance inquiries as to the applicability of the ACT and the By-Laws to any project or other matter subject thereto. Such inquiries should be submitted by letter to the Secretary of the Commission or by personal appearance at any of its meetings.

The time and place of meetings are posted on the Town Clerk's bulletin board at Abbot Hall, online at [Marblehead.gov](http://Marblehead.gov), and on the bulletin board at the Mary A. Alley Municipal Building generally 48 hours before a meeting. All meetings of the Commission, except when it is in executive session, are open to the public, and any person is entitled to appear and be heard on any matter pending before the Commission prior to its reaching a decision.

**\*This information is provided as a reference for commonly asked questions. Whenever an actual interpretation is required, the written laws, rules and regulations of the State and/or Town apply.**

## **What to expect when you appear before the Old and Historic Districts Commission**

The Commission has jurisdiction over any changes that you wish to make to a building or structure that are visible from a public street or way. Guidelines for changes are available with this application. If there are questions as to whether something is visible, please contact the chairman who will arrange for a member of the Commission to make that determination. Information packets and application forms are available at the Community Development and Planning Department in the Mary Alley Municipal Building, 7 Widger Road and online at [www.Marblehead.gov](http://www.Marblehead.gov).

The Commission meets\* the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at 7:00 PM in Abbot Hall. The location in the hall may vary. The time and place of meetings are posted on the Town Clerk's bulletin board at Abbot Hall, online at [Marblehead.gov](http://Marblehead.gov), and on the bulletin board at the Mary A. Alley Municipal Building. The Commission will start with scheduled Public Hearings. After the Public Hearings, the Commission then meets with applicants, and/or their representatives, who have presented an application for review. The meeting philosophy is to spend enough time with each applicant, public hearing or not, so that the issue is discussed thoroughly and a mutual resolution is achieved.

The applicant must explain the proposed work, existing conditions, and application documents. More complex requests require more documentation such as complete exterior plans and elevations.

**Public Hearing.** The Commission is the arbiter of whether a public hearing will be held. The Commission determines whether "estates are materially affected". This decision is based on whether the neighbors, or the neighborhood or the Districts in general will be affected by the change. Applications which are referred by the Commission to a Public Hearing, which requires abutter notification, must submit a payment of \$35 to the Community Development and Planning Department at least three weeks prior to being scheduled to an OHDC Meeting. The notification to abutters is sent out by the Community Development and Planning Department. Your filing must be available for viewing at the Community Development and Planning Department until the date of your public hearing.

There are 4 parts to a public hearing. First, the applicant presents the proposal and parties who support the proposition are invited to go on record. Next, the parties who may be opposed, or who have questions, are invited to participate. Then, the Commission discusses the application. Changes to the plans may be negotiated during this process. The Commission then enters a motion and votes. The applicant will receive the Certificate of Appropriateness (good for one year) approximately two weeks after the hearing if approved. If, after negotiations, the applicant and the Commission are not able to reach agreement and the application fails to muster a majority vote, the applicant will receive a Letter of Determination explaining the reasons for the denial. A decision by the Commission can be appealed to the Board of Selectmen within 20 days of the decision. The applicant may also resubmit an application at any time.

**\*Subject to Change – Additional Meetings or cancellations can occur**

Revised September 26, 2025