

***Lenox Historic District Commission***

Town Hall, Land Use Office, 6 Walker Street, Lenox, MA 01240  
(413) 637-5504 phone (413) 637-5518  
landuse@townoflenox.com

**APPLICATION FOR CERTIFICATE**

Applicant must file **eight (8) copies** of the completed application in the **Town Clerk's office**.  
Abutters must be notified no later than 14 days prior to the HDC meeting, therefore file you  
application as soon as possible and allow time for the Land Use Clerk to prepare and mail notices  
to abutters. You or your representative must be prepared to present your application to the HDC.  
The HDC holds their meetings on the first and third Tuesday of the Month. Please refer to our  
Guidelines and Historic District Bylaws that are available online at the Town's website:  
<http://www.townoflenox.com>

**Please Check One:**

- Certificate of Non-Applicability
- Certificate of Appropriateness
- Certificate of Hardship

**Property Information:**

**1)Property Owner of Record:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email address if available \_\_\_\_\_  
Signature of Property Owner of Record \_\_\_\_\_  
**2)Applicant, if different from Owner:** \_\_\_\_\_  
Address of Subject Property: \_\_\_\_\_  
Map Number \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email address if available \_\_\_\_\_  
Signature of Applicant \_\_\_\_\_

**Project Information:**

A. Please Check Applicable Activity:

Remodeling  New Construction  Demolition  Sign  Other

B. Describe proposed alterations, construction or demolition.

*Attach building drawings and elevations, design details, including color, font, size, placement materials, dimensions, relationship to existing building, photos, and/or whatever else will make the project clear to the Historic District Commission.*

**Action Taken by Historic District Commission**

Approved \_\_\_\_\_ Date \_\_\_\_\_

Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Signatures

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

4) \_\_\_\_\_ 5) \_\_\_\_\_

**Building permits must be obtained before starting any work.**

*Lenox Historic District Commission*

Established in 1975

PROCEDURE FOR OBTAINING PERMITS FOR SIGNS, REPAIRS OR CONSTRUCTION  
IN THE HISTORIC DISTRICT

Before undertaking any exterior changes, signs included, please contact the HDC and the Building Inspector's office to discuss your project and application process.

The HDC shall determine whether the proposed construction, reconstruction, alteration or demolition of an exterior architectural feature will be appropriate to preserve the character and appearance of the Historic District. One must receive a Certificate of Appropriateness, Certificate of Hardship or a Certificate of Non-Applicability from the HDC before any project commences. In order to receive a Certificate, a property owner or representative must file an application with the HDC

The Building Department determines if your project is in compliance with the Zoning Bylaw and issues the building permit. Therefore it is suggested you speak to the Inspector before contacting the HDC.

If the Commission has determined that your project does require a hearing, direct abutters to the subject property must be given written notification. This means that your correct, complete, written application must be filed with the Town Clerk in time for the Commission to notify abutters. This notification must be sent out no later than 14 days prior to the hearing. The applicant must be present for the hearing.

STEP 1

- Discuss your project with the Building Department. The office hours are Wednesday from 5:00 pm to 7:00 pm and Friday from 4:00 pm to 6:00 pm. The telephone number is 637-5503.
- Discuss your project with the Historic District Commission. Call the Land Use Office at 637-5504 for assistance. Office hours are Monday through Thursday 1:00 pm to 4:30 pm. The Commission meets on the first and third Tuesday of each month at 5:30 pm.

STEP 2

- Obtain an application which is available online at [www.townoflenox.com](http://www.townoflenox.com) and in the Forms and Applications section or in the foyer of the Assessors/Building Inspector/Land Use Boards.

STEP 3

- File eight (8) complete applications with the Town Clerk **at least three weeks** prior to a regularly scheduled HDC meeting. Applications that are not complete will not be scheduled.
- Include plans (drawn to scale), drawings, and photographs. Applicants shall also include design details, including but not limited to the following:
  - Color samples or paint chips
  - Construction materials
  - If for a sign give details, including font, size, color, and brackets

*It is important that you receive HDC approval before having your sign design finalized.*

A decision is usually made at the hearing unless a public hearing is continued or a site visit is required.

Town Hall, Land Use Office, 6 Walker Street, Lenox, MA 01240  
(413) 637-5504 phone (413) 637-5518 fax  
[landuse@townoflenox.com](mailto:landuse@townoflenox.com)

Once you have received your Certificate of Appropriateness, you are to meet with the Building Inspector and secure permission to start your project.