

Lenox Historic District Commission

Established in 1975

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

STEP 1

Obtain an application for a certificate of non-applicability, certificate of appropriateness, or certificate of hardship from the Town Clerk Monday thru Friday between the hours of 8:30 AM and 4:00 PM. Applicants are encouraged to contact the Land Use office or Building Inspector prior to making an application.

STEP 2

File nine (9) complete applications with the Town Clerk **at least 14 days prior** to a regularly scheduled LHDC meeting. The LHDC meets every first and third Wednesday of the Month. Applications that are not complete will not be scheduled.

Applications must include plans (drawn to scale), drawings, and photographs. Applicants shall also include design details, including but limited to the following:

- Color samples or paint chips
- Construction materials
- Sign* details, including font, size, color, and brackets

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

STEP 3

You will be contacted and advised of the date and time for your review. The LHDC must hold a public hearing and provide abutters notice on all applications unless the request is determined to be not significant.

- Option 1 - If the LHDC determines that your application for alterations or construction is significant, the LHDC shall hold a public hearing and shall notify abutters* at least fourteen (14) days before meeting date.
- Option 2 – If the LHDC determines that your application is not significant, the LHDC shall notify abutters* at least ten (10) days prior to meeting or the applicant may receive waivers of notice from each abutter.

**The Land Use office shall provide applicants with a list of abutters from the most recent tax list.*

A decision is usually made within twenty-one (21) days unless a public hearing is continued or a site visit is required.

STEP 4

Make an application to the Building Inspector for a building permit. Building Permits must be obtained before starting any work. Telephone 637-5503.

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 **nine (9) copies** of the completed application to the address above at least seven **(14) days** prior to the next regularly scheduled HDC meeting. The HDC holds their meetings on the first and third Wednesday of the Month.

Please Check One:

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

Property Information:

Name of Property Owner of Record: _____

Mailing Address: _____

Telephone: _____ Fax, if available: _____

Signature of Property Owner of Record _____

Name of Applicant, if different from Owner: _____

Address of Subject Property: _____

Map Number _____ Parcel Number: _____

Mailing Address: _____

Telephone: _____ Fax, 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.

Lenox Historic District Commission

For Official Use Only

Date Received _____

Fee Paid _____

Notice _____

Meeting/Hearing Date _____

Action Taken by Historic District Commission

___ **Not Approved**

___ **Approved**

___ **Approved, with conditions**

Date: _____

Chair

Member

Member

Member

Member

PLEASE NOTE:

The applicant is responsible for obtaining any zoning and/or building permits **BEFORE** starting any work. Please contact the Lenox Land Use Office or Lenox Building Inspector.

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