



TOWN OF MAYNARD
Office of Municipal Services

MUNICIPAL BUILDING

195 Main Street

Maynard, MA 01754

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Andrew Scribner-MacLean
Assistant Town Administrator
/ Executive Director

Board of Health
Conservation Commission

Building & Inspections
Licensing

Board of Appeals
Planning Board

**Addendum to Building Permit for Demolition Application
for Designated Historically Significant Properties**

Instruction: This form must accompany the Building Permit Application for substantial Demolition of properties listed on the Town of Maynard's List of Historically Significant Buildings. This list is maintained by the Town of Maynard Historical Commission and is available at <http://www.townofmaynard-ma.gov/wp-content/uploads/2010/07/mhc-historically-significant-properties-20161201.pdf> or at the Municipal Services office on the lower level of Town Hall, 195 Main Street.

Date of Application: _____

Subject property address: _____

Assessors Map: _____ Parcel: _____

Owner: _____

Owner contact information:

Phone (home, mobile, other) _____

e-mail _____

Address (if different from property address)

Applicant (if other than owner)

Relationship to owner: _____

Business name (if applicable): _____

Contractor/Architect License #: _____

Phone (home, mobile, other) _____

e-mail _____

Address _____

**FOR OFFICE USE
ONLY**

Date Received: _____

Initials: _____

Date Copy Forwarded to
Maynard Historical
Commission: _____

MHC receipt acknowledged
by:

Complete the sections below per permit type.

Building Permit for Alterations/Renovations

Subsection Instruction: If the Building Permit Application is for alterations to an existing structure and is not a demolition permit, complete this section.

Will the work involve any demolition, removal, or dismantling of exterior elements of the building? _____(Yes/no)

If “yes” indicate the approximate portion of each of the following elements to be impacted or altered by the proposed work:

Exterior wall of main building _____%

Exterior windows _____%

or (number) _____ of _____ windows

Roof surface _____%

Total gross floor area: approximately _____ s.f. impacted of _____ s.f. total.

Total volume: approximately _____%

Exterior wall of accessory buildings or out buildings _____%

Roof surface of accessory buildings or out buildings _____%

Will the work involve demolition, removal, or dismantling of historically significant elements on the interior of the building? _____(Yes/No/Not sure)

Attachments:

Provide the following attachments to this form:

1. A brief explanation of the nature of the proposed project and reason for proposed demolition, removal or disassembly. Include a description of the current existing conditions.
2. Annotated photographs or elevation drawings with annotation indicating the area of the building to be impacted by the proposed work.

Building Permit for Demolition

Subsection Instruction: if the Building Permit Application is for demolition or partial demolition, provide the following as attachments to this form:

1. A brief explanation of the reason for requesting a permit.
2. A brief description of the proposed reuse, reconstruction or replacement on the property or of the structure.

3. A description of current existing conditions. Include photographs of current conditions.

Acknowledgement

To the best of my knowledge, the information contained in this application is accurate and complete. Also photographs or drawings of existing conditions represent the buildings current condition.

Applicant (print name): _____

Applicant signature: _____ Date: _____

Owner Authorization

Owner Authorization to be completed when Owner’s agent, Legal Representative, or Contractor applies for a permit.

I, as Owner of the subject property, hereby authorize _____ to act on my behalf, in all matters relative to work authorized by this application.

Property owner (print name): _____

Owner signature: _____ Date: _____

Optional access authorization

I give Permission for members of the MHC to access the property for the purpose of reviewing this application.

Property owner (print name): _____

Owner signature: _____ Date: _____

Process (provided for informational purpose. For more complete procedural information, see [web address for procedure document to be added])

Within 7 days of receiving this form and attachments, the Building and Inspections Division forwards the completed form and attachments to the Historical Commission (no permit issued at this time).

Within 15 days of receipt of this form and attachments, the Historical Commission (through appointed designee) will make a written confirmation of whether the building is still considered significant.

If the Historical Commission determines that the building is no longer significant, the Commission shall notify the Building Commissioner and Applicant in writing. The Building Commissioner may then issue the permit.

Upon determination by the Historical Commission that the building remains significant, the Commission shall notify the Building Commissioner and Applicant in writing. No permit may be issued at this time. The Historical Commission within 30 days hold a public hearing to determine whether the building is Preferably Preserved.