

## North Reading Historic District Commission

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*Once the Commission has reviewed the application, the HDC will issue one of the following:*

### **Certificate of Appropriateness**

If, after the review, the HDC finds that the proposed project complies with the Specific Design Guidelines which follow, a Certificate of Appropriateness shall be issued and the work may go forward.

### **Certificate of Non-Applicability**

A Certificate of Non-Applicability may be issued for work that does not require the above certificate, such as exact replica replacement of historic materials or work done not visible from a public way.

### **Certificate of Hardship**

If a property owner residing within an historic district wishes to make exterior alterations that would result in substantial hardship to the owner if approval should not be granted, the project must first be discussed with the HDC. An appointment must be made through the Chairman. If the proposed alterations do not derogate substantially from the intent and purposes of the District, the Commission may issue a Certificate of Hardship.

### **Designs Standards For Certificate Review**

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All changes to exterior structures require a building permit and subject to public view requires a certificate from the HDC. When reviewing applications, the HDC will be guided by the following general, design principles. *(Adapted from the Secretary of the Interior's Standards for the Treatment of Historic Properties.)*

1. A property should be used for its historic purpose or be placed in a new use that requires minimal changes to the defining characteristics of the building, its site and environment.
2. The historic character of a property should be retained and preserved. Distinctive materials or alterations of features, spaces and spatial relationship that characterize a property should be maintained.
3. Changes to a property made subsequent to its original form may themselves have acquired historic significance. These should be retained and preserved.
4. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a property should be preserved.
5. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features should be substantiated for documentary evidence.
6. New additions, exterior alterations or related new construction that destroy historic material, features and spatial relationships that characterize the property should be avoided. New work should be differentiated from the old and should be compatible with historic materials, features, size, scale proportions and massing to protect the integrity of the property and its environment.