



Town of Rochester

Rochester Historic District Commission

1 Constitution Way, Rochester MA 02770

Phone: 508-763-3871

Fax: 508-763-4892

www.townofrochestermass.com

Dear Rochester Resident,

If your property is located in the Historic District and you are making any exterior renovations, changes or additions, you must complete the attached application form **before** any work begins. This is required even if a building permit is not necessary. Should a building permit be necessary, it cannot be issued for work on a property within the Historic District until a proper certificate has been issued by the Rochester Historic District Commission.

The Rochester Historic District Commission meets on the second Wednesday of each month at 7:00 p.m. at the Town Hall. Your application and all required documents must be submitted to the RHDC no less than **two weeks** prior to the next scheduled meeting so we may post it on our agenda according to the Open Meeting laws of Massachusetts. A schedule and agenda of all RHDC meetings are posted at the Rochester Town Hall no later than 48 hours prior to the next scheduled meeting.

In addition, you or a representative **must** attend the meeting at which your application will be addressed. Your lack of attendance will delay the process in the event the Commission has any questions.

Thank you.

Rochester Historic District Commission

Attachment: RHDC Application



Rochester Historic
District Commission

Application #:

(For Commission Use Only)

APPLICATION FOR CERTIFICATE

Application is hereby made for the issuance of a Certificate under the provisions of Massachusetts General Law, Chapter 40C, as amended.

1. Address of Property _____

2. Name of Business or property: _____

3. Applicant: _____

Address: _____ Phone # _____

4. Property Owner: _____

Address: _____ Phone # _____

5. Architect or Contractor: _____

Address: _____ Phone # _____

6. Detailed description of all proposed exterior work: _____

Project Start Date: _____

7. The following documents must accompany this application *

Materials to be used

Plot Plan with proposed location of structure

Scaled drawings and photographs of existing conditions and proposed work.

** Failure to provide the above requested documents may delay the application process.*

8. Applicant or representative must appear before the Commission when the application is addressed.

9. **Signatures** (both are required)

Applicant _____ Date _____

Owner _____ Date _____

Plot # _____

Lot # _____

(This information is available
from the Assessor's office)