



# Downtown Lowell Historic District

## Permit Application for Certificate of Appropriateness

*This Application and any other supporting materials must be submitted to City Hall 10 DAYS prior to Historic District meetings*

1. Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

2. Applicant's Name and Address: \_\_\_\_\_  
\_\_\_\_\_

3. Applicant's phone: \_\_\_\_\_

4. Property Owner's Name: \_\_\_\_\_

5. Provide a scale drawing(s) showing the existing and proposed exterior elevation(s).

6. If signage is changed show to scale and include material, colors, letter style, hanging device and illumination method. (see Historic District Ordinance and reverse of this form)

7. Provided the following photographs labeled to indicate the direction of view:

A. Current photo of the structure as seen from the street.

B. close-up of existing detail where proposed change or work will occur.

8. Describe in detail each proposed exterior alteration, improvement or repair. (use additional paper if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Will the repair of alteration match existing or original materials and design? Yes \_\_\_\_\_ No \_\_\_\_\_

10. If proposed work involves foundation, brick, repointing/tuckpointing, will the new mortar match the original mortar color, joint profile and composition? Yes \_\_\_\_\_ No \_\_\_\_\_

*Note: Applicant should obtain and refer to Preservation Brief #2 when masonry alterations are proposed.*

11. If proposed work is for a sign, note that two separate sign permits are required, this one and one issued by the City of Lowell that is submitted directly to the Building Inspector for approval.

12. I certify that on or before the date of the completion of proposed work to property there will be a code compliant smoke detector or fire alarm system installed. Yes \_\_\_\_\_ No \_\_\_\_\_

13. What are approximate start and completion dates of the work? Start \_\_\_\_\_ Completion \_\_\_\_\_

14. **Additional Local, County, State or Federal permits may be required.**

**Application approvals EXPIRE after 12 months.**

14. Applicant's signature: \_\_\_\_\_ Date \_\_\_\_\_

*Note: Attendance at the Historic District Commission meeting is strongly recommended.*

### **Additional information required for Sign Permit**

Signs in the Downtown Lowell Historic District must be approved by the City's Building Inspector prior to review by the Historic District Commission.

Please supply the following with this permit application:

1. A photograph of the building, showing the façade where the sign will be located.
2. A scale drawing showing dimensions of the proposed sign, hardware and hanging device. Drawing must show actual sign, i.e. letter font, designs, symbols etc. Indicate colors to be used and provide samples.
3. Describe material from which sign and hanging device are to be constructed. (wood, metal, glass etc.)
4. Provide samples of letter style if not shown clearly on scale drawing.

### **Please note the following excerpts from the Historic District Ordinance:**

1. Message-permitted signs shall be restricted to those signs which identify the name of the establishment and/or the primary business or service provided within and in the case of a resource occupied by professional offices, signage may list occupants;
2. Advertising related to businesses or services not provided on the premises of the resource shall be prohibited, unless the commission shall determine that such advertising is historically appropriate;
3. Internally lit signs, flashing signs and signs that otherwise appear to be in motion are prohibited;
4. Banners and flags bearing emblems, symbols or messages shall be permitted on an interim basis and shall be reviewed annually to insure their sightly condition and appropriate appearance;
5. Signs shall not be placed so as to conceal or disfigure an architectural feature of a resource;
6. The number, style and size of signs shall be visually compatible with the resource on which they are attached; and
7. Painted and metal signs, wood signs, and signs painted on masonry and other materials approved by the commission are permitted.