

**Denton Road Neighborhood
Conservation District Commission**

Planning Office, Town Hall, 525 Washington Street
Wellesley, Massachusetts 02482
(781) 431-1019 ext 2234, Fax (781) 237-6495

As owner(s) of the property at _____ Denton Road, Wellesley, I/we hereby make application to the Denton Road Neighborhood Conservation District Commission for issuance of (check one) a Certificate of: () Compatibility; () Non-applicability; or () Hardship for the alteration, construction, or demolition described below:

Name of Record Owner: _____

Mailing Address of Record Owner: _____

Signature: _____ Telephone: _____

Application made on behalf of (if applicable): _____

See other side for instructions

For office use only:

Received: _____ Date of Hearing: _____

Case Number: _____ Date of Certificate: _____

Instructions for Completing this Application

This application must be filed with the **Denton Road Neighborhood Conservation District Commission**, Planning Office, Town Hall, 525 Washington Street, Wellesley, MA 02482 **before** any work begins on any property in the District. It should be accompanied by sufficient data, including sketches, dimensioned drawings, or photographs, to enable the Commission to visualize changes in exterior appearance resulting from the proposed work. Drawings of a size not larger than 11" x 17" are preferred.

Projects Exempt from Review

1. Temporary Structures.
2. Interior Alterations.
3. Storm windows, storm doors and screens.
4. Colors.
5. Accessory Structures of less than 120 square feet of floor area and less than 15 feet in height.
6. Skylights and solar panels.
7. Exterior features of a Building or Structure and its Setting not visible from a public way or other area open to public access.
8. The ordinary maintenance, repair or replacement in kind of Exterior Architectural Features and/or changes made to meet the requirements deemed necessary by the Building Inspector for public safety because of an unsafe or dangerous condition.
9. Fences four feet high or less and their equal height entry gates measuring from the lowest grade on either side of the structure.
10. Handicapped-accessible ramps.
11. Replacement of window(s) similar in size and style.
12. Similar or in kind replacement of plant material.
13. Siding materials and trim.

Projects Subject to Review

1. Construction of a new Building or Structure.
2. Demolition of an existing Building or Structure.
3. Alteration or Construction of an Addition to an existing Building or Structure which requires a building permit.
4. Alteration of the existing landscape by removal of significant shrubbery over 5 feet in height or trees over 8" in diameter.
5. Construction of a retaining or landscape wall or fence of four feet or more.
6. Cut and fill of 3 feet or more.
7. Addition of paving or creation of a new driveway.
8. Exterior lighting that shines on adjacent properties.

Materials required to Complete Application

The following materials (8 sets) are required to make the Application complete. The Denton Road NCD Commission may waive drawings at their discretion. **All materials must be on file before a hearing date is set.**

- Written description of proposed change(s)
- Existing Site Plan, and/or contour plan, including dimensioned footprint of existing buildings, structures, driveways, walls and significant trees and shrubbery
- Proposed Site Plan and/or contour plan including dimensioned drawings to define proposed changes to buildings and landscape
- Description of materials exposed to view from a public way
- Photographs of buildings and structures visible from a public way
- Sun/shadow study, if applicable
- Dimensioned elevations of any proposed alterations or construction, including door and window treatment
- Dimensioned elevation of the streetscape to show relative heights and distances of the surrounding buildings in comparison with the proposed new/changed structure
- \$25 Review Fee

TO BE COMPLETED BY WELLESLEY PLANNING DEPARTMENT

Date of application _____ Planning Department Staff _____

Date of public hearing _____ Date public notice sent _____ HDC# _____ - _____

Commission Actions: Approved _____ Disapproved _____ Returned _____

Certificate awarded: Compatibility _____ Non-Applicability _____ Hardship _____

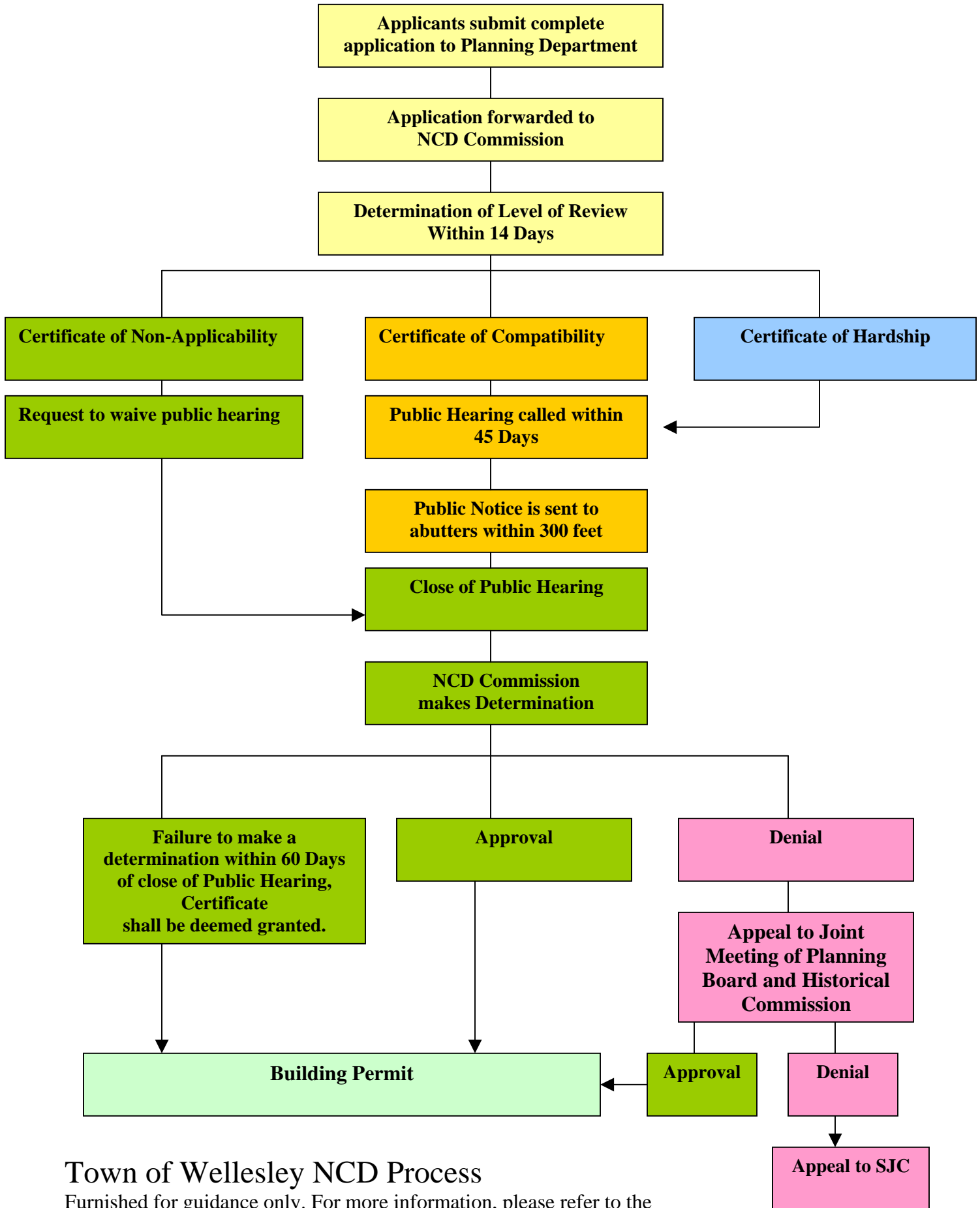
Signature of Chairman _____

Certificates of Compatibility shall expire six months from the time of issuance unless otherwise extended by the Neighborhood Conservation District Commission.

For returned applications:

Approved as revised _____ Signature of Chairman _____

Date _____



Town of Wellesley NCD Process

Furnished for guidance only. For more information, please refer to the NCD regulations.