



TOWN OF TOPSFIELD

Historic Commission

8 West Common Street, Topsfield, Massachusetts 01983

Significant Structure/Demolition Delay Review

The purpose of Topsfield's Demolition Delay By-law (Chapter XXVI) is to preserve, protect, and document significant buildings and structures within Topsfield that are outside Local Historic Districts or that are on the Historic Buildings List. Such buildings and structures reflect distinctive features of the architectural, cultural, economic, agricultural landscape or social history of the Town, and their preservation promotes the public welfare by making the Town a more attractive and desirable place to live and work. If the Applicant's project is within the Historic District, the Certificate of Appropriateness process applies.

The intent of the By-law is not to permanently prevent demolition of buildings or their features, but rather through the six-month delay, to provide an opportunity to develop preservation solutions minimizing the loss of historic buildings and fabric. The Historic Commission ("the Commission") wishes to encourage and assist owners and townspeople at a minimum to seek alternatives to replacing windows, doors, trim and other original architectural features and at a maximum to seek out persons who might be willing to purchase, preserve, rehabilitate, restore or relocate structures rather than demolish them, and thus limiting the detrimental effect of demolition on the historical architectural resources of the Town. In addition, this delay will give the Commission an opportunity to document historic or important architectural resources before they are lost from Topsfield's cultural landscape.

To achieve these purposes, the Commission is empowered to advise the Building Inspector with respect to the issuance of permits for demolition of significant structures and their elements, and where appropriate and consistent with the intent and purpose of this By-law, to allow demolition under conditions designed to minimize the loss of distinctive features of significant structures. When an applicant files an application for demolition with the Inspector of Buildings, a denial will be issued and the applicant instructed to fill out the Historic Commissions Application for Significant Structure Review.

Significant Structure Review/Demolition Delay Application

Application Submission Date: _____

Applicant Name: _____

Applicant Address: _____

Property Address (if different) _____

Telephone _____ Email _____

Please check that the following information is complete and included with this application. Please refer to the guidelines on the cover page and the entire By-Law if necessary. If there are any questions, please contact the Historic Commission Chairperson (contact information available at Town Hall).

Maps:

A map showing the location of the building or structure to be demolished with reference to lot lines and to neighboring buildings or structures. Maps are available for copying in the Tax Assessors office and real estate maps are acceptable.

Photographs:

Complete current photographic documentation of the structure (interior and exterior) including context photo is required. Print and digital copies are requested. Label each photograph with address and date.

Description of Building(s) or parts to demolished:

A written description of the building or structure, or part thereof, to be demolished, including historic and architectural background and significance (year built, architectural style, architect, builder, ownership history).

Engineer's or Builder's Statement:

Statement of the reason for the proposed demolition and data supporting said reason. Document condition of the building, economic impacts of demolition vs. rehabilitation; certification from the Building Inspector if demolition is required for public safety.

Plan for proposed restoration or replacement:

Include copies of plans from architect.

Site Visit

The Historic Commission or its designee requests a site visit.

Signature of Applicant Granting Permission for Site Visit

List of Abutters – 300 Feet (from the project)

For Commission Use

Date Received _____ Date of Public Hearing _____

Receiver: _____ Application Number _____

Action Taken

____ Approved for demolition

____ Other _____

____ Demolition delay invoked

____ Time of Delay (0-6 months)

Signatures of Commission members and Vote

Name	Yes	No	Name	Yes	No	Name	Yes	No