

Town of Bedford Historic Building Preservation Commission

Application Process

Applicants for any permit or approval affecting a Historic Building will complete a Historic Building Project Information Form attesting to the scope of work of their project.

Tier 1 Properties: Substantial Alteration and Demolition Review

Work on Tier 1 properties will be reviewed by the HBPC for **Demolition** and **Substantial Alteration**. If the applicant attests that the proposed work does not constitute **Demolition** and if the alterations are limited to **as-of-right actions** listed below, the Building Inspector will not refer the application to the HBPC. If the proposed alterations exceed what is permitted as-of-right, the application will be referred to the HBPC to make a determination whether the proposed work constitutes **Substantial Alteration** or **Demolition**, and whether to approve, approve with modifications or deny a demolition or alteration permit.

The following **as-of-right actions** are not considered **Substantial Alterations** and will not require review under the Historic Building Preservation Law:

- a. additions that result in an increase of less than 30% of the existing building floor area, that connect to the rear elevation, that are not visible from the public way, that are not taller than the historic building, and that do not protrude forward of the wall plane of a primary façade;
- b. changes of paint color, roofing materials, gutters or leaders;
- c. replacement of window sash, where frames, casings and openings are retained;
- d. repairs in kind (matching materials and details);
- e. changes to building interiors or landscapes;
- f. changes to additions built within the past 75 years.

Tier 2 Properties: Demolition Review Only

Work on Tier 2 properties will be reviewed for **Demolition** only. Review and approval will be by administrative permit, administered by the Town Planner (**no HBPC review**). If the applicant attests that the proposed work does not constitute **Demolition**, the Building Inspector will not refer the application for review. If the proposed work meets the definition of **Demolition**, the Building Inspector will refer the application to the Town Planner for review to determine whether to approve, approve with modifications or deny a demolition permit.

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Definitions

Demolition (applies to Tier 1 and Tier 2 properties):

The destruction, disassembly, replacement or relocation of more than 50% of the total exterior wall surface or more than 50% of the total structural frame of a Historic Building; or any actions that result in the above over a 5-year period.

Substantial Alteration (applies to Tier 1 properties only):

The significant removal or alteration of historic form, material or details of the building's exterior; including the construction of additions that are taller than the Historic Building, or that align with or protrude forward of the wall plane of a primary façade.