







**Attachments Checklist:** In order to ensure completeness of your application, please complete the following checklist of required documentation. *Any application without the necessary documentation will not be accepted.*

**Required Documentation:**

\_\_\_ **Completed/ signed application**

\_\_\_ **“Before” photos** of existing conditions, should show the entire elevation/site where the work is to be completed.

\_\_\_ **“After” photos/drawings/renderings;** should show what property will look like after proposed work is completed.

**Supplemental Documentation:** The following documentation is project specific. Find the section that corresponds to your project, and complete the checklist for that section. For example, if you are only building a fence, only complete the checklist under the heading **“Fences”**. If you are applying to construct a driveway and new addition, complete the checklist under **“Site Improvements”** AND the checklist under **“New Construction/Additions”**.

**Fences**

\_\_\_ **Site plan, to scale.** A site plan should include: property lines, lot dimensions, fence location, fence length and height, existing structure(s), existing or proposed porches, decks and outbuildings, right-of-ways or access easements on the property (even if not in use), distance from property lines, and location of surrounding roads.

\_\_\_ **Material specifications, should include picture of proposed product** (except for treated wood)

**Site Improvements (except for fences and porches. Includes decks, garages/sheds, driveways, etc.)**

\_\_\_ **Site plan, to scale.** A site plan should include: property lines, lot dimensions, fence location, fence length and height, existing structure(s), existing or proposed porches, decks and outbuildings, right-of-ways or access easements on the property (even if not in use), distance from property lines, and location of surrounding roads.

\_\_\_ **Drawings/photographs** of proposed alteration and modifications to site

\_\_\_ **Material specification sheets** for construction materials/pre-fabricated buildings, etc.

**New Construction/addition**

\_\_\_ **Site plan, to scale.** A site plan should include: property lines, lot dimensions, fence location, fence length and height, existing structure(s), existing or proposed porches, decks and outbuildings, right-of-ways or access easements on the property (even if not in use), distance from property lines, and location of surrounding roads.

\_\_\_ **Floor Plans**

\_\_\_ **Dimensioned elevation drawings** of all sides affected

\_\_\_ **Landscaping plan** (showing trees of significant size/age, historic plantings)

**Solar Panels**

\_\_\_ **Roof plan, to scale**, showing the location of all panels on the roof

\_\_\_ **Elevations** of locations with solar panels

\_\_\_ **Site plan, to scale.** A site plan should include: property lines, lot dimensions, fence location, fence length and height, existing structure(s), existing or proposed porches, decks and outbuildings, right-of-ways or access easements on the property (even if not in use), distance from property lines, and location of surrounding roads.

**Demolition**

\_\_\_ **Site plan, to scale.** A site plan should include: property lines, lot dimensions, fence location, fence length and height, existing structure(s), existing or proposed porches, decks and outbuildings, right-of-ways or access easements on the property (even if not in use), distance from property lines, and location of surrounding roads.

\_\_\_ **Floor Plans** (including decks and porches to be demolished)

\_\_\_ **Dimensioned elevation drawings** of areas to be demolished.

**Landscaping**

\_\_\_ **Site plan, to scale.** A site plan should include: property lines, lot dimensions, fence location, fence length and height, existing structure(s), existing or proposed porches, decks and outbuildings, right-of-ways or access easements on the property (even if not in use), distance from property lines, and location of surrounding roads.

\_\_\_ **Landscaping plan** including detailed planting list if applicable

**Signage**

\_\_\_ **Dimensioned drawing/rendering** of proposed sign and placement on the building

\_\_\_ **Photos** of streetscape, including adjacent signage

OFFICE USE ONLY			
Date Received: _____	Taken By: _____	Receipt #: _____	HPC Application #: _____
Documents provided: 1 original _____	Meeting Date: _____		
Filing Fees-Residential _____\$50.00	Commercial & Non-Residential _____\$100.		
Administrative Review _____ (No charge)	Request for Extension : _____ ( No charge if filed before expiration date).		
<b>Note: Make Checks Payable to the City of Cambridge.</b>			

