

Turning Mill Neighborhood Conservation District Certificate of Compatibility Application

All applicants should review the Turning Mill Neighborhood Conservation District Commission Application Instructions and Guidelines. The Guidelines are available online at:

<https://lexingtonma.gov/turning-mill-ncd-guidelines>

or from the Department of Land Use, Health and Development in the Lexington Town Office Building.

These guidelines explain in detail the purpose, process and priorities of the Turning Mill Neighborhood Conservation District.

The Commission needs to understand how the proposed project will fit within the existing building and neighborhood. Drawings, photographs and plans should demonstrate the appropriateness of the project. A complete submission for an addition or major renovation will include the following items:

1. Photographs of the existing building. All submissions must include photographs or accurate drawings that:
 - a. Show the entire face of each building elevation visible from a public way
 - b. Show surrounding landscaping
2. Elevations and plans of the proposed project, shown in context with the existing building, drawn to scale and with the building materials labeled.
3. Site plan showing existing buildings and structures as well as proposed changes
4. Listing of all proposed exterior materials and their locations

The Commission requires a digital version and 6 copies of the submission for a public hearing by the application deadline, the Friday four weeks before the scheduled hearing. This allows time for abutters to be notified, the hearing to be publicized and commissioners to review the proposal and request any additional information prior to the public hearing.

The initial public hearing must be published in the Minuteman. The newspaper will bill directly for the cost of this legal notice, approximately \$25-\$40, depending on the length.

Any violation of a previously issued Certificate of Appropriateness must be remedied before an application for the additional work will be accepted.

**Turning Mill Neighborhood Conservation District
Application for Public Hearing and Certificate of Compatibility**

The Commission encourages applicants with a larger or more complicated project, such as an addition or major renovation, to discuss their project with a Commissioner at an informal discussion prior to submitting a formal application.

Application is made for issuance of a Certificate of Compatibility for:

Addition or construction of over 200 SF or 10 feet in height visible from the public way

Full/Partial Demolition of structure greater than 200 SF

Landscaping Changes in conjunction with above addition/construction or demolition

Other (please explain) _____

Address: _____ Map: _____ Lot: _____

Submission includes:

Photographs or accurate drawings showing:

- Entire face of each building elevation visible from a public way
- Surrounding landscape

Elevations, plans, details of proposed design

Description of project: (attach additional sheets if necessary)

Owner: _____

Owner's Address: _____

Owner's Phone: _____

Owner's Email: _____

Applicant (if not owner): _____

Applicant's Address: _____

Applicant's Phone: _____

Applicant's Email: _____

I certify I have read the "Turning Mill Neighborhood Conservation District Commission Application Instructions and Guidelines" and that I will conform to all applicable provisions and conditions.

Signature of Applicant: _____ Date: _____