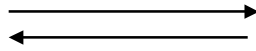


Establishing a Local Historic District Flow Chart

Board of Selectmen or
City Council



Nominating Organizations

- American Institute of Architects
- Historical Society
- Board of Realtors

Local Historic District
Study Committee appointed*

* If a local historic district commission already exists in your municipality, the district commission acts as the study committee.

LHDSC meets with MHC staff

LHDSC conducts property owner opinion survey, prepares educational material, conducts informational meetings and prepares the Preliminary Study Report

Preliminary Study Report Completed

Preliminary Study Report Includes:

Introduction, Methodology, Significance, Justification of Boundaries, Recommendations for the Bylaw, a map of the proposed district, a property street address index and the bylaw

Preliminary Study Report Submitted to MHC and Planning Board

MHC reviews Preliminary Study Report and provides endorsement and/or recommendations to LHDSC

Public Hearing

(Not less than 60 days from Study Report transmittal to MHC and with 14 day written notice to property owners)

Warrant Article prepared and Final Report, Map and Bylaw submitted to City Council or Town Meeting

Town Meeting or City Council Vote and Approval
(2/3 Majority)

Attorney General Review

Filing bylaw with town clerk and
Recording at the Registry of Deeds

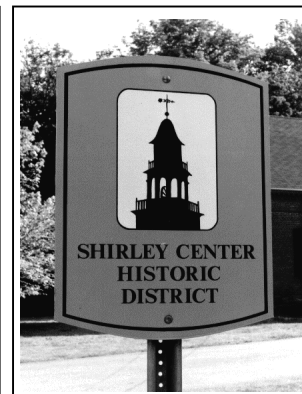
Local Historic District Created

For more information on Local Historic Districts, contact the Massachusetts Historical Commission for a copy of *Establishing Local Historic Districts* and sample material from other communities.

Please note that this flow chart is meant to be used as a guide only. Refer to Mass General Law Chapter 40C.

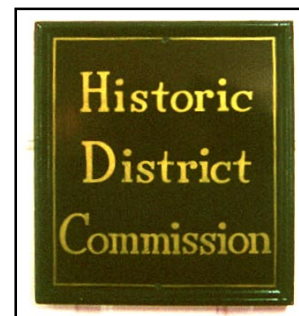
Local Historic Districts in Massachusetts

Local Historic Districts offer the strongest form of protection for the preservation of historic structures. The first local historic districts in Massachusetts were established on Nantucket and Beacon Hill in 1955. Since then, over 220 local historic districts have been established in Massachusetts. Local historic districts can be credited with saving numerous historic communities from inappropriate alteration and demolition.



Local Historic Districts can be found throughout Massachusetts in communities such as New Bedford, Longmeadow and Shirley.

In a local historic district, any proposed changes to exterior architectural features visible from a public way are reviewed by a locally appointed Historic District Commission. For instance, if a building addition was proposed in a local historic district, the property owner would submit an application to the Historic District Commission. The Historic District Commission would hold a public hearing and make a determination on whether the new addition was appropriate. If the addition was appropriate, the Historic District Commission would issue a Certificate, allowing the work to progress. Many Historic District Commissions have prepared *Historic District Design Guidelines* that clarify how proposed projects should respect the existing historic character.



In a local historic district, there is no review of interior features. In addition, a variety of exterior features are often exempt such as air conditioning units, storm doors, storm windows, paint color and temporary structures. The decision on which features are exempt from review depends on how the local bylaw is written.

According to M.G.L. Chapter 40C, the first step in the creation of a local historic district is the appointment of a Local Historic District Study Committee by the Board of Selectmen. The basic steps of creating a local historic district are outlined in the flow chart on the opposite side. For a list of local historic districts in Massachusetts, contact the Massachusetts Historical Commission for a copy of *Preservation through Bylaws and Ordinances*.

There's a Difference

Note that there is a big difference between a National Register District and a Local Historic District. For a brochure entitled "There's a Difference" contact the Massachusetts Historical Commission.

William Francis Galvin, Secretary of the Commonwealth
Chairman, Massachusetts Historical Commission
220 Morrissey Boulevard
Boston, MA 02125
(617) 727-8470