

LANDMARK PETITION FORM



**City of Boston
The Environment
Department**

Boston City Hall, Room 709
Boston, Massachusetts 02201
617-635-3850

Note: This petition must be completed in full in order to be accepted and scheduled for a preliminary hearing. Please contact BLC staff if you have any questions regarding the petition process.

FOR BLC USE ONLY
DO NOT WRITE OR STAMP IN THIS BOX

Petition number: _____

Complete on: _____

Attest:

Executive Director

Schedule for preliminary hearing:

PETITION

We, ten undersigned voters of the City of Boston, petition the Boston Landmarks Commission as authorized by Chapter 772 of the acts of 1975 of the Commonwealth of Massachusetts, as amended:

TO DESIGNATE

**TO AMEND THE
DESIGNATION OF**

**TO RESCIND THE
DESIGNATION OF**

THE FOLLOWING: _____

(Street address, neighborhood, and zip code, and street boundaries if District or Protection Area)

(Name, historic and/or common)

PROPERTY OWNER'S NAME AND MAILING ADDRESS FROM ASSESSOR'S RECORDS:

NAME: _____

ADDRESS: _____ ZIP CODE: _____

WARD AND PARCEL NUMBER FROM ASSESSOR'S RECORDS: _____

(Assessing information is available at <https://www.boston.gov/departments/assessing>, using the "Assessing On-line" option.)

We recommend the designation category to be: (check one; see instructions for details)

LANDMARK (check one of the following)

Exterior only

Interior only

Exterior and Interior

LANDMARK DISTRICT

ARCHITECTURAL CONSERVATION DISTRICT

PROTECTION AREA

PETITIONERS must be residents and registered voters of the City of Boston.

Home address, zip code and e-mail address must be provided for each petitioner; the petition may be returned if this information is incomplete. **Names must be typed or printed legibly under the signature.** It is advised to include a few more than ten petitioners in the instance that a name is illegible or a petitioner is not a registered voter. Attach an additional page as necessary.

SIGNATURE AND NAME	ADDRESS	ZIP CODE	E-MAIL ADDRESS
1. _____ _____	_____	_____	_____
2. _____ _____	_____	_____	_____
3. _____ _____	_____	_____	_____
4. _____ _____	_____	_____	_____
5. _____ _____	_____	_____	_____
6. _____ _____	_____	_____	_____
7. _____ _____	_____	_____	_____
8. _____ _____	_____	_____	_____
9. _____ _____	_____	_____	_____
10. _____ _____	_____	_____	_____

Spokesperson for the petitioners: _____

Phone number: _____

E-mail: _____

TO BE FILLED OUT BY BLC STAFF: SURVEY RATING CATEGORY AND SIGNIFICANCE

The BLC Staff will determine the Survey Rating and Significance of the property. This may take up to **30 days** if additional research is required. **The petition cannot be accepted until BLC Staff determines that the property is Significant above the local level for individual Landmark and Landmark District designations.**

City of Boston Building Inventory Form #: BOS. _____

Survey Rating Category (from Building Inventory Form):

National Significance

State Significance

Local Significance

Contributing to a Historic District & May Contribute to a Historic District

Non-Contributing

ADDITIONAL RESEARCH CHECKLIST for petitioners

Include the resources consulted on the historical significance of the property in the list below. Citations must be indicated on all material submitted.

City of Boston Building Inventory Form #: BOS. _____

Historical maps/atlases _____

Historical images _____

Building permits _____

Deeds _____

Probate records _____

City directories _____

Census records _____

Obituaries _____

Manuscripts/diaries/journals _____

Newspaper/magazine articles _____

Books _____

Other _____

We the petitioners recommend this action for the following reasons: *(This area is for the architectural and/or historical significance - from the MACRIS Building Inventory Form and/or additional research materials. Attach additional sheets as necessary. Please consider the following in your reason for submitting the petition.)*

Date(s) of Construction _____

Style of Architecture _____

Name of Architect or Builder _____

Significant Event(s) _____

Significant People _____

Importance to the streetscape or development of the neighborhood _____

Summary of recommendation:

REQUIRED ATTACHMENTS:

1. **A location map must be submitted with the petition form. The outline of the building, structure, or site and its property boundaries (for proposed Landmarks), or the proposed District boundaries or Protection Area boundaries, must be clearly delineated.** Maps may be obtained digitally, via an online mapping site, or through the City of Boston’s “Assessing On-line” function, available at <https://www.boston.gov/departments/assessing>. City of Boston Topographic and 100” Survey maps, available at the Boston Planning & Development Agency (BPDA) on the 9th floor of Boston City Hall, may also be submitted. <http://www.bostonplans.org/>

2. **Include current photographs of the property or district petitioned.** High quality, color photographs from all angles are preferred.

Instructions for Completing Boston Landmarks Commission Petitions

Follow these instructions when submitting a petition for a Landmark, Landmark District, Architectural Conservation District, or Protection Area. All sections of the petition must be completed in order for the Commission to accept the petition. **Prospective petitioners should submit a draft petition to BLC@boston.gov. The Executive Director will contact you with next steps.** For further information, see the Boston Landmarks Commission enabling legislation, Chapter 772 of the Acts of 1975 (sections 1 and 4), at boston.gov/landmarks.

1. Check the “To Designate” line unless you know that the building, site, or area to which you refer is already designated by the Boston Landmarks Commission. Any change to an existing designation, such as enlarging or reducing its size (short of outright rescission), is an amendment; in such a case check the “To Amend the Designation Of” line.
2. A proposed individual Landmark is identified by its street address and street, in addition to any commonly used name. Ward and precinct are also required to confirm the exact location of the proposed Landmark, Landmark District, Architectural Conservation District, or Protection Area.
3. Owners’ names and addresses are available on the Assessing Department online at <https://www.boston.gov/departments/assessing>, via the “Assessing On-line” function. This information is mandatory for Landmark petitions. The Commission does not require addresses for proposed Landmark Districts, Architectural Conservation Districts, or Protection Areas; however, providing this information may speed up the designation process. If ownership has changed within the last 12 months, fill in information for new owner, if known.
4. The designation category for an individual building or site is “Landmark.” To be considered for a Landmark designation, a property must have significance at the local level *and* at the state, New England region, or national level. To be considered for “Landmark District” designation, a district must have significance at the local level *and* at the state, New England region, or national level. A district will be considered for “Architectural Conservation District” status if its significance is at the local level. A “Protection Area” must be contiguous with an individual Landmark, Landmark District, or Architectural Conservation District and be visually related to the Landmark, Landmark District, or Architectural Conservation District and constitute an essential part of the physical environment of the individual Landmark, Landmark District, or Architectural Conservation District. A petition for the designation of a Protection Area will be considered only if an adjacent Landmark, Landmark District, or Architectural Conservation District has already been designated, or if a petition to designate an adjacent Landmark, Landmark District, or Architectural Conservation District accompanies the Protection Area petition.
5. NOTE: BLC Staff will determine the Survey Rating and Significance of the property. This may take up to **30 days** if additional research is required. **The petition will not be accepted until BLC Staff determines that the property is Significant above the local level for individual Landmark and Landmark District designations.**
6. On page 4, explain briefly the architectural and/or historical merit of the proposed Landmark, Landmark District, Architectural Conservation District, or Protection Area. Attach additional pages as necessary. Petitions marked “See Attached” in this area will not be accepted.
3. A location map must be submitted with the petition form. The outline of the building, structure, or site and its property boundaries (for Landmarks), or the District boundaries or Protection Area boundaries, must be clearly delineated. Maps may be obtained digitally, via an online mapping site, or through the City of Boston’s “Assessing On-line” function, available at boston.gov/departments/assessing. City of Boston Topographic and 100” Survey maps, available at the Boston Planning & Development Agency (BPDA) <http://www.bostonplans.org>, may also be submitted.
7. Include current photographs of the building, structure, site, or area petitioned. High quality, color photographs from all angles are preferred.

8. Petitioners must be current residents and registered voters of the City of Boston. Type or print the names of the petitioners under their signatures. There must be at least 10 petitioners; attach an additional page for a few extra names if necessary. Address, ward, and precinct must be included for all petitioners. All signers must be confirmed as registered Boston voters; this information, including a **legible printed or typed name, is essential**.
9. A spokesperson should act as contact in case the petition requires clarification. A phone number and email address must be provided for the spokesperson.

Please submit the completed petition to:

**Executive Director of the Boston Landmarks Commission
Boston City Hall, Room 709
Boston, MA 02201**

Emailed scans are welcome but we do require a hard copy of the original.

The Boston Landmarks Commission will not accept a petition that does not have all sections completed, as noted previously. Incomplete petitions won't be accepted by staff until complete.

The Commission will hold a preliminary hearing with the petitioners to hear their reasons for proposing the designation. The petitioner or spokesperson for the petitioners is expected to attend the preliminary hearing and is encouraged to present the petition to the Commission. This brief hearing is scheduled within 30 days of the Executive Director of the Commission's acceptance of the petition, and the petitioners and owner(s) of the petitioned property will be notified of it. Ordinarily, preliminary hearings take place at regular Commission hearings, held on the 2nd and 4th Tuesday of each month.