

Information regarding the meeting of the Historic Village Review Board

- The Board meets the 2nd Monday of the month
- Meeting time is 7:00pm
- The meeting place is Cranberry Hall on Charles St. (between Church and Mulberry Streets), located behind the Municipal Building
- You are advised to be present at the meeting to explain your application and answer any questions the members may have. This will prevent any possible delay of the approval process.
- **IMPORTANT: Your application and supporting documentation needs to be received by the Planning & Zoning Office at least 10 DAYS before the Historic Village Review Board meets.**
- Please refer to the attached Submittal Requirements Form, which lists the supporting documentation you will need to submit with your application.
- Please submit seven (7) copies of any supporting documentation.
- If your application is for a commercial property, there is a charge of \$50.00.

Medford Historic Advisory Board

HISTORIC VILLAGE REVIEW Submittal requirements needed for review

Type of Improvements	Drawings needed	Supplementary Information	Review for
Roof replacement	None	Photographs of existing roof Roofing Mfr. Product data Sample of roofing product Description of extend of work Color samples if trim is replaced	Color compatibility with existing structure Color compatibility as pertains to historic village context
Window replacement	None	Photographs of existing exterior window Mfr. Product data with proposed window types indicated Color of proposed windows Description of extend of work	Style compatibility with original window type Style compatibility with current window type (if not original)
Exterior siding replacement	None	Photographs of existing exterior Siding Mfr. Product data Siding product sample Description of extend of work	Siding compatibility with original siding type (material, dimensions if known) Style compatibility with current siding type (if not original)
Deck/Porch replacement	Site Plan / Plat indicating deck location Deck and railing details if visible from public right-of-way	Color samples	Railing detail of an historic nature, with proportions and appearance compatible (not necessarily identical) with details of the period
Building addition	Site plan indicating location of addition Exterior elevations Pertinent construction details	Color samples	Design of addition compatible with existing structure in massing, color, window types and proportions
Commercial signage	Site plan showing signage location Sign elevation	Color samples	Compatibility with similar area signage, with historic styling

CHECKLIST FOR HISTORIC VILLAGE REVIEW