



City of Boston Landmarks Commission

FOR BLC USE ONLY

DO NOT WRITE OR STAMP IN THIS BOX

Petition number: _____

Received on: _____

Attest: _____

Executive Director

Schedule for preliminary hearing:

LANDMARK PETITION FORM

Note: This petition must be completed in full in order to be accepted and scheduled for a preliminary hearing. Type or print legibly.
Please email BLC@boston.gov with questions regarding the petition process.

Date Draft Recd:

PETITION

We, ten undersigned voters of the City of Boston, petition the Boston Landmarks Commission (BLC) 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: _____

(Please include historic name of property if known)

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 available at boston.gov. A copy of a current tax bill may be attached to the petition as necessary.

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 and email 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. Please include a few more than ten petitioners in case a name is illegible or a petitioner is not a registered voter. Attach additional copies of this page as necessary.

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

SPOKESPERSON FOR PETITIONER _____

PHONE NUMBER: _____

E-MAIL: _____

SURVEY RATING CATEGORY AND SIGNIFICANCE

City of Boston Building Inventory Form #: **BOS.**_____

Survey Rating Category (**From Building Inventory Form**): (check one)

- NATIONAL SIGNIFICANCE** (formerly I. Highest Significance)
- STATE SIGNIFICANCE** (formerly II. Major Significance)
- LOCAL SIGNIFICANCE** (formerly III. Significant)
- CONTRIBUTING TO A HISTORIC DIST. & MAY CONTRIBUTE TO A HISTORIC DIST.**
(formerly IV. Notable & V. Minor)
- NON-CONTRIBUTING** (formerly VI. Non-Contributing)

The Building Inventory form can be accessed online via the Mass. Cultural Resource Information System (MACRIS) at <https://maps.mhc-macris.net/> or by contacting BLC staff at BLC@boston.gov. In the absence of a Building Inventory Form or a Survey Rating Category, you must contact BLC staff with a written request for a Survey Rating Category. **BLC staff shall not accept petitions for buildings without a survey rating category, or that are rated Local Significance, Contributing to a Historic District, May Contribute to a Historic District, or Non-Contributing.**

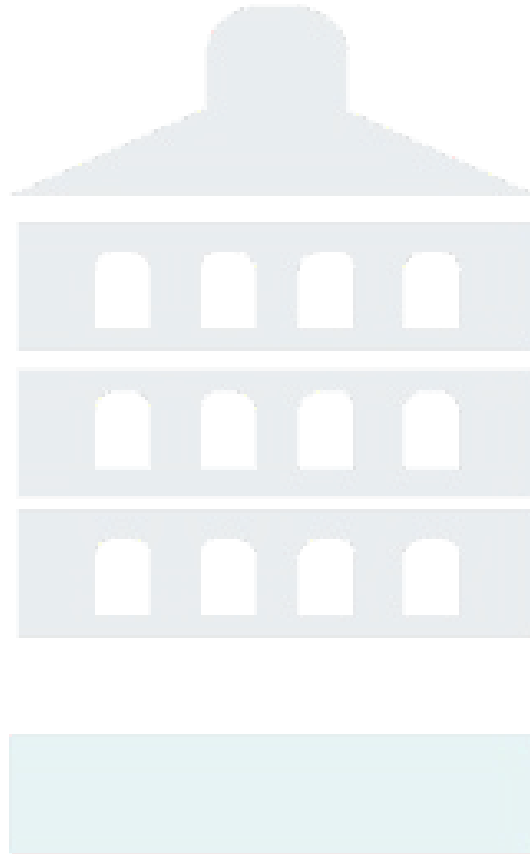
In lieu of accepting petitions for buildings rated Local Significance and lower, the BLC shall invite petitioners or other parties to submit a letter requesting the Commission to review the rating and consider changing it. It shall be the obligation of anyone requesting a rating change to submit information that will assist BLC staff and the Commission with its review.

RESEARCH CHECKLIST

Please fill out the checklist below to indicate sources of information, if applicable. Check which resources were used and include a citation. For information and guidance on researching, please visit the BLC's website at boston.gov/landmarks.

- HISTORICAL MAPS / ATLASES** _____
- HISTORIC IMAGES** _____
- BUILDING PERMITS** _____
- DEEDS** _____
- PROBATE RECORDS** _____
- CITY DIRECTORIES** _____
- CENSUS RECORDS** _____
- OBITUARIES** _____
- MANUSCRIPTS/DIARIES/JOURNALS** _____
- NEWSPAPER/MAGAZINE** _____
- BOOKS** _____
- OTHER** _____

We recommend this action for the following reasons: (Include architectural and/or historical significance from the Building Inventory Form and/or additional research materials, if available. Attach additional sheets as necessary.)



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's Assessing On-line, available at www.boston.gov/assessing.
2. **Include photographs of the property or district petitioned.** High quality, color photographs are preferred.

INSTRUCTIONS FOR COMPLETING BOSTON LANDMARKS 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 Commission staff to review the petition. Prospective petitioners should contact BLC staff at BLC@boston.gov for assistance when submitting a petition. 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.

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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.

A proposed individual Landmark is identified by its complete address, 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.

Most recent owner's name and address are available online at boston.gov/assessing via the Assessing Online 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.

The designation category for an individual building or site is "Landmark." To be considered for a Landmark designation, a property must have significance at both the local level and at the state level, 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.

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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 additional pages as necessary. Please, no more than fifteen (15) petitioners. Address, ward, and precinct must be included for all petitioners. All signers must be verified by BLC staff that they are registered Boston voters; legibility is essential.

One petitioner must act as spokesperson for the group and be available for contact in case the petition requires clarification. A phone number and email address must be provided for the spokesperson.

Page 3.

Provide the City of Boston Building Inventory Form number and Survey Rating Category, if available. This information can be accessed online through the Massachusetts Cultural Resource Information System (MACRIS) at <http://mhc-macris.net/> or by contacting BLC staff. DO NOT CHECK EVERY CATEGORY. In the absence of a Building Inventory Form or Survey Rating Category, contact BLC staff with a written request for a Survey Rating Category. BLC staff will assign a rating within 30 days of receiving a written request. The Commission must vote on the changed rating. Please provide staff with any relevant information that might assist in the preparation of the Survey Rating Category.

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, but note that petitions marked only “See Attached” in this area are incomplete.

A location map must be submitted with the petition form. The outline of the building, structure, or site and 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/assessing.

Include photographs of the building, structure, site, or area petitioned. High quality, color photographs are preferred.

Draft petitions may be submitted via email to BLC@boston.gov. Send as WORD document, not pdf. No multiple copies or bound draft petitions, please.

The Boston Landmarks Commission will not accept an incomplete petition, as noted previously. Staff will work with petitioners through the spokesperson to complete the petition. Once BLC staff determines the petition is complete, please send a pdf of the entire petition as well as a hard copy with “wet” signatures. Do not bind the hard copy petition.

The completed hard copy petition can be mailed or dropped off to:

*Executive Director of the Boston Landmarks Commission
Kirstein, 3d Floor
20 City Hall Square
Boston, MA 02108*

The Commission will hold a preliminary hearing with the petitioners to hear their reasons for proposing the designation. The spokesperson for the petitioners is expected to attend the preliminary hearing and present the petition to the Commission. This brief hearing is held within 30 days of the Executive Director of the Commission’s acceptance of the petition. Petitioners and owner(s) of the petitioned property will be notified of the date ten days prior, as is usual for BLC hearings. Preliminary hearings take place at regular Commission hearings, held on the 2nd and 4th Tuesday of each month.



City of Boston
Landmarks Commission