

CAMBRIDGE HISTORICAL COMMISSION, SIGNIFICANT BUILDING DEMOLITION REVIEW
APPLICATION CHECKLIST

Project Address:

Owner of Record:

Step 1: Request an initial determination of significance, per the Demolition Review Ordinance, Ch. 2.78 Art. 2 of the Cambridge Municipal Code. E-mail the building address and contact information to the Historical Commission's Executive Director, Charles M. Sullivan, [histcomm@cambridgema.gov](mailto:hstcomm@cambridgema.gov).

Step 2: If the CHC Executive Director finds that the building is significant, a public hearing will be scheduled. Submit the following materials in electronic .pdf format to [histcomm@cambridgema.gov](mailto:hstcomm@cambridgema.gov) to be reviewed for completeness by CHC staff. The drawings requested below should be prepared by an architect and represent a completed schematic design as defined by the American Institute of Architects (see <https://www.aia.org/resource-center/defining-the-architects-basic-services>). Preliminary sketches or AI renderings do not provide the level of accuracy or documentation required for a demolition decision.

Demo Review Application	Required Submissions
NARRATIVE DESCRIPTION <i>(8.5x11 page size, portrait orientation)</i>	☐ Application for Significant Building Demolition Review form, completed and signed by the owner of record. Download the form and application deadlines at https://www.cambridgema.gov/historic/permitsapplications/applicationforms#demo
GRAPHIC PLAN SETS <i>(no larger than 11x17 page size, landscape orientation, double sided, no covers, staple only, no other bindings)</i>	☐ Existing & Proposed Conditions Site Plans (include abutting building footprints; provide lot and building dimensions and distance to lot lines)
Project Plans and Illustrations <i>Each page must include:</i>	☐ Existing Conditions Photographs
• Title • Date • Author • Sheet number • Graphic scale • North arrow (site plans) • Labeled dimensions	☐ Proposed Roof Plan (if the existing roof is to be altered; include chimneys, head houses and mechanicals)
	☐ Existing & Proposed Elevations of all sides (note exterior materials and dimensions)
	☐ Existing & Proposed photo renderings or perspective drawings including the abutting buildings

The Applicant shall provide the following for the final submission by the posted application deadline:

- ☐ Electronic copy .pdf of all submission materials (e-mail to [histcomm@cambridgema.gov](mailto:hstcomm@cambridgema.gov))
- ☐ 12 hard copy sets no larger than 11x17 page size, landscape orientation, double-sided, no covers, staple only, no other bindings (deliver to CHC office, 831 Mass Ave, 2nd Fl, Cambridge, MA 02139)