

APPLICATION FOR A HISTORIC PLAQUE

Application is hereby made for a historic plaque and house history for the property stated below. By completing and signing this form, the applicant acknowledges that all parties (owner, Historic Beverly, Historic District Commission) must agree to the text that the applicant is responsible for installing the historic plaque.

This is a replacement plaque

ADDRESS OF PROPERTY: _____

SIGNIFICANCE OF PROPERTY

DATE BUILDING ERECTED AND ARCHITECT; IF KNOWN: _____

NAME OF OWNER: _____

MAILING ADDRESS OF OWNER: _____

NAME OF APPLICANT: _____

TELEPHONE: _____ EMAIL: _____

Additional information on the property is attached

Please attach a check for \$250 for the cost of the historic plaque and the house history. Contact Historic Beverly to pay by credit card

ADDITIONAL INFORMATION

Attach additional pages or historic documents if available

SIGNATURE OF OWNER _____ DATE _____

Space below line for official use only.

DATE RECEIVED: _____

COPY OF APPLICATION PROVIDED TO HDC: Yes No

PROCEDURES FOR RECEIVING A HISTORIC PLAQUE

- A. Filing an application is the first step in receiving your historic plaque. Please provide any information and/or historic documents you have on your property. When you are applying to receive a Historic Commission-approved historic plaque, you are also applying to have a house history developed to confirm the details that will appear on the plaque. Copies of the house history will be provided to you, the Beverly Planning Department, and Historic Beverly.
- B. Once you have completed the application, return it to Historic Beverly; a house history may take up to six weeks to complete.
- C. After the house history is completed, the content of the historic plaque may need to be considered by the Historic District Commission at the next meeting; you will be informed if that is the case. The Commission normally meets on the fourth Wednesday of each month and notices are posted at City Hall. The meetings are held at City Hall, 191 Cabot Street, 3rd floor, and begin at 7:00pm. All meetings are open to the public. The applicant is encouraged to attend and provide input, and will be notified when the house history is completed and the discussion of the historic plaque is put on the agenda for a Historic District Commission meeting.

History Beverly, working with the Historic District Commission, will determine what information will be placed on the historic plaque. While the date of construction and the name of the first homeowner may be on the plaque, the name of the builder, the occupation of the first homeowner, and/or other relevant information may be considered if relevant to the history of the house.

- D. After all parties are in agreement on the text, the plaque will be ordered, and will be ready in 2-3 weeks.
- E. The plaque will come with installation instructions. The Historic District Commission generally recommends that the plaque be located either directly to the right of the front door, or at the right-hand corner of the side of the house facing a public way, approximately 5' from the ground.