

ADMINISTRATIVE REVIEW & MINOR WORK ITEMS CHART

Note: This Chart is subject to updates and revisions;
it is valid from its most recent date of issuance

City Of Cambridge		Department of Historic Preservation		1/30/2019
Categories	Administrative Review	Consent Agenda	Full HPC Review	Building Permit needed
Windows and doors				
new openings sizes			yes / mandatory	yes
same size openings, same materials, same profiles, same configuration as original	yes / if all are matching		yes / if any variations	
Storm Doors / Storm windows	yes / if protection of original, benefit to building insulation value & minimal visual impact		yes / if change in aesthetic character and significant visual impact	
New materials / substitute materials / new profiles / new configuration		yes / but only if non contributing house or rear side or invisible from any street (i.e. corner lots)	yes / if contributing building, on front façade or all elevations visible from any street	
Note: for all categories below, scope of repair work in excess of 25% of a given element requires an Administrative Review; all HPC applications must be reviewed by Staff to determine if Minor Work / Administrative Review (ARC) applies, or if Full Review / Certificate of Appropriateness (HPC-CoA) is necessary, all in-kind repairs of less than 25% are exempt of application, only once it has been confirmed by staff				
Front Porch				
New Construction			yes / mandatory	yes
General Repair & Maintenance of Floors and Ceilings	yes / for repair & maintenance of original & existing (above 25% of overall)	yes / if replacement in kind of original or with closely matching materials & profiles	yes / if full restoration, or replacement by new or substitute materials & changes in profiles	Varies / per case
Railing	yes / if repair of original & existing only	yes / if replacement in kind of original or with closely matching materials & profiles	yes / if full restoration, or replacement by new or substitute materials & changes in profiles	yes (safety)
Porch Columns	yes / if repair of original & existing only	yes / if replacement in kind of original or with closely matching materials & profiles	yes / if full restoration, or replacement by new or substitute materials & changes in profiles	yes (structural)
Porch Roof	yes / if repair of original & existing only	yes / if replacement in kind of original or with closely matching materials & profiles	yes / if full restoration, or replacement by new or substitute materials & changes in profiles	yes
Trim & Decorative Ornamentation	yes / if repair of original & existing only	yes / if replacement in kind of original or with closely matching materials & profiles	yes / if full restoration, or replacement by new or substitute materials & changes in profiles	
Front Stoop				
Stairs	yes / if repair of original & existing only	yes / if replacement in kind of original or with closely matching materials & profiles	yes / if full restoration, or replacement by new or substitute materials & changes in profiles	yes
Floor	yes / if repair of original & existing only	yes / if replacement in kind of original or with closely matching materials & profiles	yes / if full restoration, or replacement by new or substitute materials & changes in profiles	yes
handrails & balusters	yes / if repair of original & existing only	yes / if replacement in kind of original or with closely matching materials & profiles	yes / if full restoration, or replacement by new or substitute materials & changes in profiles	yes

Note: 25 % of the scope of work is quantified both by the Square Footage relative to the Total, and also represents the proportion / quantity of each impacted element relative to the whole of the historic home (ex: 1 out 4 columns = 25%); it is reviewed by Staff at time of application to confirm compliance.

ADMINISTRATIVE REVIEW & MINOR WORKS CHART

(Continued)

City Of Cambridge		Department of Historic Preservation			1/30/2019
Categories	Administrative Review	Consent Agenda	Full HPC Review	Building Permit needed	
Shed / garages	yes / if repair of original & existing only	yes / if replacement in kind of original or with closely matching materials & profiles	yes / mandatory review for new construction, or replacement by substitute materials	yes	
Wall siding	yes / if repair in place w/ original materials or removal of substitute to expose original material	yes / if replacement by materials similar or closely matching	yes / if replacement with new or use of substitute materials	yes	
Masonry walls / foundation walls / piers	yes / if only repointing or spot repairs of original	yes / if replacement by materials similar or closely matching	yes / if replacement with new or use of substitute materials	yes	
Roofs (all buildings on property)	yes / if repairs or replacement with matching materials		yes / if replacement with new or use of substitute materials	yes	
Shutters	yes / if repair of existing with in-kind original materials	yes / if replacement by materials similar or closely matching	yes / if replacement with new or use of substitute materials		
Dormers	yes / if repair of original & existing only		yes / if construction of new, or rebuilding with substitute materials	yes	
Chimneys	yes / if repointing / minor repairs of existing		yes / if construction of new, or rebuilding with substitute materials	yes	
Shutters	yes / if repair of original & existing only	yes / if replacement by materials similar or closely matching	yes / if new shutters or substitute materials		
Signs		yes / if minor changes to existing (color, graphics)	yes / if new sign or major changes to existing	yes	
Fences	yes / if repair of original & existing	yes / if use of salvaged fence or appropriate historic parts	yes / if installation of new fence	yes	
ADA access ramps	yes / if medical urgency (* See Note #1 and Note #2 below)		yes / mandatory review if new ramp	yes	
Satellite Dishes	yes / if at rear yard or invisible from street		yes / if visible from street		
	Note # 1	In case of medical urgency for an ADA Ramp installation, DPW Staff shall meet with Contractor, Provide him/her the HPC Approved Design Standards for dimensions, details and profiles And review the contractor's proposal with the HPC Emergency Committee within 2 business days			
	Note # 2	Should the Contractor / applicant choose to differ from the standards, his/her application shall be heard at the next available HPC Hearing			
	Processes	Administrative Review: Applicant fills out HPC forms; review & approval by DPW Staff only Consent Agenda: Application is communicated to HPC for review; Commissioners have option to pull Application out of Consent Agenda and into Regular HPC Review Agenda Full HPC Review: Application is presented at next available HPC Hearing			

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APPROVAL PROCESS CHART

