



Waltham Historical Commission

610 Main Street, Waltham, MA 02452

WHC@city.waltham.ma.us

Instructions for Demolition Delay Determination by the Waltham Historical Commission

Application Submission Requirements: Applications for a Demolition Delay Determination by the Waltham Historical Commission (WHC) must be submitted through the Waltham Building Department (building department).

Fees: There is no fee associated with review by the WHC, however there may be fees associated with the filing of the demolition permit.

Forms: The one page Application for Demolition Delay Determination which is attached should be completed and signed and dated by the property owner of the building(s) to be demolished.

Other Documentation: Please include any other documentation that would assist the WHC in making its determination regarding your application including but not limited to:

- Photograph(s)
- Deed(s)
- Permit Card/Property Card from building department
- Architectural or design plans for reuse

Application Review Process: All applications for review shall be submitted through the Waltham Building Department (building department). Upon receipt of the application the building department shall within seven (7) days forward to the Waltham Historical Commission (WHC) or its designee the completed application including all attachments. Within fifteen (15) days of receiving such application the WHC or its designee shall determine whether the property is historically significant (see page 2 for the criteria used by the WHC to make its determination) and whether further review by the WHC is necessary. If the application is deemed not historically significant the building department may issue a demolition permit to the applicant.

If the application is deemed historically significant, a public hearing before the WHC shall be held. After the public hearing it will be determined if the property identified in the application is preferably preserved. If the property is not preferably preserved the building department may issue the demolition permit. If the property is determined to be preferably preserved the building department shall not issue a demolition permit for twelve (12) months following the date of the determination. The demolition delay of a property that is preferably preserved may be waived at the discretion of the WHC. For further detail regarding the Demolition Delay Ordinance please see Chapter 23 of the General Ordinances of the City of Waltham.

**Criteria for determining historical significance as defined in the
Demolition Delay Ordinance**

Any building within the city which is in whole or in part seventy-five (75) years or more old and which has been determined by the Commission or its designee to be significant based on any of the following criteria:

1. The Building is listed on, or within an area listed on, the National Register of Historic Places; or
2. The Building has been found eligible for listing on the National Register of Historic Places; or
3. The Building is importantly associated with one or more historic persons or events, or with the broad architectural, cultural, political, economic or social history of the City or the Commonwealth; or
4. The Building is historically or architecturally important (in terms of period, style, method of building construction or association with a recognized architect or builder) either by itself or in the context of a group of buildings.