



# Town of North Andover

Machine Shop Village Neighborhood Conservation District Commission  
1600 Osgood Street North Andover, MA 01845

## Application For Certificate to Alter

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**Instructions:** Fill out the form below and submit to the Machine Shop Village NCD Commission Chairperson(contact info below). The goal of this application is to provide a clear understanding of the proposed alterations, and how they vary from the existing conditions. Your application must include photos or plans of the existing conditions, and plans or drawings of the proposed changes. Include product & material descriptions for both existing and proposed conditions. Discussions with the Building Dept. or MSV NCD Commission are not a substitute for filing an application.

Date: \_\_\_\_\_

Contact Name & Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Address: \_\_\_\_\_

Project Description (attach additional pages, if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Information Provided:

\_\_\_ *Photo/Drawing of Existing Conditions*

\_\_\_ *Photo/Drawing of Proposed Conditions*

\_\_\_ *Description of Existing Materials*

\_\_\_ *Description/Catalog Cuts of Proposed Materials to be used*

\_\_\_ *Other Information (describe):* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_