

**BOROUGH OF LITCHFIELD HISTORIC DISTRICT COMMISSION
PO BOX 913, 28 RUSSELL ST., LITCHFIELD, CT 06759 (860-567-8866)**

Application # _____ Date Accepted by HDC _____ Public Hearing Date _____

Pre-application Review: Yes _____ No _____ Date _____

APPLICATION FOR: _____ **Certificate of Appropriateness**, for major work described below, **OR**
_____ **Waiver (Exemption) from COA**, for the following reason(s):

- _____ Ordinary maintenance, repair or replacement (if exact duplicate)
- _____ Work not visible from any public way, street or place

PROPERTY ADDRESS _____

OWNER(S) NAME _____

OWNER(S) MAILING ADDRESS _____

OWNER(S) PHONE & EMAIL _____

Contractor's Name & Phone _____

Architect's Name & Phone _____

Applicant's Name & Mailing Address (if not owner) _____

Applicant's Phone _____ Relationship to Owner _____

TYPE OF PROJECT (check all that apply)

- _____ New Building _____ Addition to Building _____ Major Building Restoration _____ Minor Work
- _____ Ordinary Maintenance, repair, exact replacement _____ Work not visible

SITE CHANGES

- _____ Parking area(s), driveway(s) or walkway(s) _____ Fence(s) or wall(s) _____ Sign(s) _____ Mechanical system(s)
- _____ Non-temporary site feature(s), i.e., satellite dishes, pools, lighting fixtures, arbors, etc.

DEMOLITION OR RELOCATION

- _____ Primary Building _____ Outbuilding _____ Site Feature

ANTICIPATED START DATE _____ COMPLETION DATE _____

DESCRIPTION OF PROPOSED WORK _____

Attach additional pages as necessary. Include a description of how the proposed work (if a change or addition) is historically and architecturally compatible with the building and the Historic District as a whole. A list of **REQUIRED MATERIALS** is on the attached page.

I have read the instructions and, to the best of my knowledge, the information contained in this application is accurate and complete. I also give permission for members of the Litchfield Historic District Commission to access the property for the purpose of reviewing this application and work done under any certificate issued to me.

PLEASE READ INSTRUCTIONS ON ATTACHED PAGE BEFORE SIGNING THE APPLICATION

Owner's or Applicant's Signature(s) _____ Date _____

HDC Copy _____

Applicant's Copy _____

Building Inspector Copy _____

**ATTACHMENT TO APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
BOROUGH OF LITCHFIELD HISTORIC DISTRICT COMMISSION
boroughoflitchfield.org**

APPLICATION

REQUIREMENTS: Applications must include materials listed below to be considered complete. Incomplete applications will not be reviewed. Applications are available in the mail box at the HDC Office at 28 Russell Street or on line at boroughoflitchfield.org.

DEADLINE: Applications are due to the Recording Clerk Ten (10) days prior to a regular HDC meeting to allow time for them to be posted publicly for the next meeting. Applications will also be accepted at the HDC meeting and, if complete, will be scheduled for a Public Hearing at the next meeting. The HDC ordinarily meets on the first and third Thursday of the month at 7:00 p.m. Please check the meeting agenda posted in the Litchfield Town Hall to verify the meeting date.

REPRESENTATION: Applicants or a representative shall attend the COA Public Hearing (or review meeting for Waivers) to answer questions from the Commission. If the applicant does not appear, an agent may appear before the Commission, provided they provide a **Letter of Agency** appointing said person as the representative for the applicant or owner.

CHANGES: Work must be completed as presented and approved. If modifications become necessary, such changes must be presented to and approved by the HDC prior to beginning work on any aspect of said modification.

REQUIRED MATERIALS

NEW BUILDINGS AND ADDITIONS

- Description of project
- Photographs of existing building and photos of proposed site/setting
- Site plan, 1"= 20'
- Exterior building elevations
- Floor plan
- Description of materials (if using non-original materials, please supply samples, brochures, websites, locations where material is in use)
- Historic photographs, if pertinent to proposed addition
- Such other information as may be required by the Commission

MAJOR RESTORATION, REHABILITATION

- Description of project
- Photographs of existing building and setting
- Exterior building elevations
- Description of materials (see new New Buildings above)
- Historic photographs, if pertinent to proposed addition
- Such other information as may be required by the Commission

LESS EXTENSIVE EXTERIOR CHANGES

- Description of project
- Photograph of building and setting
- Description of materials (see New Buildings above)

DEMOLITION OR REMOVAL OF BUILDING/STRUCTURE

- Description of proposed project
- Site plan showing trees, fences, paths
- Photographs of adjacent building and setting, and of all sides of building to be demolished
- Sketch of and description of what the site will look like after demolition or moving, if no building is proposed
- If new building is proposed, follow procedures for New Buildings and Additions as stated above

SITE CHANGES – PARKING, DRIVES AND WALKS

- Site plan
- Description of materials
- Photographs of site and larger neighborhood context

SITE CHANGES, FENCES, WALLS AND OTHER SITE FEATURES

- Site plan
- Architectural elevations or sketches
- Description of materials
- Photographs of site

SITE CHANGE – SIGNS

- Site plan or sketch of site (for free-standing signs)
- Architectural elevation or sketch (for signs located on the building)
- Description of materials, design, type styles, etc.
- Description of illumination

FOR WAIVERS (EXEMPTIONS), THE FOLLOWING MATERIALS SHOULD BE SUBMITTED

REPAIRS, EXACT REPLACEMENTS, MINOR WORK

- Description of project. Photograph of building or portion
- Description of materials for replacement (samples/brochures)

PROOF THAT THE PROPOSED WORK WILL NOT BE VISIBLE FROM A PUBLIC WAY

- Description of the project
- Photograph and/or diagram showing that the work in its proposed dimensions will not be able to be seen from the public way



The HDC uses its Regulations to make informed decisions. Copies of the Regulations are available free of charge at the Planning & Zoning Department at the Town Hall Extension in Bantam.

Decisions on Waivers (Exemptions) are ordinarily made immediately following the presentation (prehearing) of the application at a Commission meeting.

For decisions on projects requiring a COA, the Public Hearing is held approximately two weeks after the application has been received by the HDC at a regular meeting.

All decisions of the Historic District Commission must be made within 65 days of receipt and acceptance of the completed application.

CERTIFICATE OF APPROPRIATENESS

HISTORIC DISTRICT COMMISSION ACTION On Application # _____

Date Accepted by HDC _____ Pre-Hearing Date _____ Public Hearing Date _____

Applicant's Name _____

Applicant's Address _____

Work Proposed _____

 1. APPLICATION APPROVED AS SUBMITTED

A. Application approved with the following stipulations _____

This Certificate of Appropriateness is hereby issued for work described in said application as stipulated and is valid for **ONE YEAR FROM THE APPROVAL DATE** below.

 2. A WAIVER IS HEREBY ISSUED. No Certificate of Appropriateness is needed because:

In Kind Replacement _____ Not Visible from a public way _____

 3. APPLICATION DENIED for the following reasons: _____

 4. APPLICATION WITHDRAWN by applicant.

 5. APPLICATION UPDATED Extended one year to _____ (Date)

Chair, Historic District Commission or Designee

Date

HDC Copy (Original) _____

Applicant's Copy (Yellow) _____

Building Inspector Copy (Pink) _____