



TOWN OF GUILFORD
HISTORIC DISTRICT COMMISSION
50 Boston Street
Guilford, Connecticut 06437
Telephone: (203) 453-8039

(FOR OFFICE USE ONLY)
Appl. No. _____
Date Filed _____
Fee Paid _____

Application for Certificate of Appropriateness

Instructions: Submit two copies (except for photographs) of completed form, all required supporting materials (see attached list), and one \$75 filing fee. See Instructions and Procedures on Page 3.

- 1. Property Location and Description:** Map: _____ Lot: _____ Zoning District: _____
Street Address: _____
- 2. Applicant:** Name: _____
Mailing address: _____
Phone: _____ Fax: _____ Email: _____
- 3. Property Owner:** (if different): Name: _____
Mailing Address: _____ Phone: _____
- 4. Architect or Contractor:** Name: _____
Mailing Address: _____
Phone: _____ Fax: _____ Email: _____
- 5.** If the Applicant is not the owner of record for the property, please provide a letter from the owner authorizing this application.

Description of Proposed Work:

Signs. Please refer to sign application submission requirements for documentation required to support this application. Please provide such documentation with this application.

Other Commissions. Are there currently, or will there be in the future, any other applications to town agencies or commissions regarding this proposed work? Examples of other town agencies are the Inland Wetlands Commission, Planning & Zoning Commission, or the Zoning Board of Appeals. _____ Town Agency or Commission _____

Easements. Is this property covered under any protective easements? _____ Please provide the name and contact information for the easement holder: _____

Historic Property. Is this property listed on the National Register of Historic Properties? Yes/No _____

Signatures:

Applicant: _____ or Owner: _____
signature date signature date

APPLICATION PROCEDURES - SUPPORTING MATERIALS	Demolition & Removal	New Construction	Additions & Alterations	Parking Areas	Site Improvements	Signs
Photographs which show nearby structures, and the spatial relationships of these buildings within the immediate neighborhood. Photographs should be arranged to show the entire street frontage for at least 2 successive properties in all pertinent directions.	X	X	X	X	X	X
Photographs showing all facades of related buildings and/or structures on the subject property, and/or of subject grounds if site features are affected or site improvements proposed.	X	X	X	X	X	X
Historic photographs of the subject property and environs are recommended (the Guilford Free Library Historical Room has many photos).	X		X		X	
Vicinity plan showing at least 2 successive properties in all pertinent directions, and any related street and topographic features. This vicinity plan may be in sketch form but shall adequately describe the general scale and relationships of nearby buildings. (Aerial photographs might be a source of some of this information).	X	X	X	X	X	
Sketch site plan showing proposed location and relationship to immediately adjacent properties, at a minimum scale of 1" = 10', is recommended.	X				X	X
Detailed site plan showing proposed new construction, any proposed site improvements such as parking areas, driveways, walkways, fences, decks etc., and the relationship of the same to immediately adjacent properties, at a minimum scale of 1" = 10'.		X	X	X		
Sketch perspective drawing of proposed work is recommended.		X	X			
Scale drawings and plans of existing subject property, if deemed architecturally significant by the HDC, at a minimum scale of 1/4" = 1'.	X					
Architectural drawings (elevations) of all proposed building facades and relevant site features, at a minimum scale of 1/4" = 1'.		X	X		X	
Architectural floor plans of all new, added, and/or altered exterior architectural elements, at a minimum scale of 1/4" = 1'.		X	X			
Details of proposed primary architectural and site features, at a minimum scale of 1-1/2" = 1', are recommended.		X	X	X	X	
Detailed drawings and specifications for lighting, signage, and other related fixtures, showing size, materials, colors, lighting source etc.				X	X	X
Copies of product literature with photographs for any proposed prefabricated site fixture or structure.					X	
A written statement of the proposed condition and appearance of the subject property after demolition or removal. Such statement shall include an explanation of the practical difficulty and hardship which precludes preservation of the subject structure. The applicant must demonstrate that there is no prudent alternative to demolition or removal.	X					
Copy of all applications and approvals required by other jurisdictions for demolition or removal of the designated historic structure, including but not necessarily limited to the Connecticut Historic Commission.	X					

Instructions | Procedure:

Ask the Engineering Department for an Application for a Certificate of Appropriateness or download one from the website: www.ci.guilford.ct.us/boards/historic-district-commission.

1. Complete the application and submit the material specified in the Submission Requirements Table (Page 2 of this application).
2. Submit **two (2) copies** of the completed application and submission materials to the Engineering Department. There is only one \$75.00 filing fee per application. Checks should be made payable to "Town of Guilford / HDC." Failure to provide the required submission materials will delay the processing of an application.
3. The application must be received by the Historic District Commission by the listed application deadline. Regular public hearings are normally held on the third Wednesday of each month. See the Historic District Commission website at www.ci.guilford.ct.us/boards/historic-district-commission under Meeting Dates and Application Deadlines for Meeting Dates and Application Deadlines.
4. The Commission will notify the public of the public hearing via a legal notice in a newspaper having circulation in Guilford. The Commission will notify the Applicant via mail or email.
5. A Public Hearing is held. The applicant, or their representative, must attend the Public Hearing and present their work proposal. Any person wishing to speak for or against an application will be heard. The Commission must decide on an application for a Certificate of Appropriateness (COA) within sixty-five (65) days of the public hearing date. The Commission may either approve or deny the application. If approved, a COA will be issued by Certified Mail. An approved COA may have stipulations attached and will list the name and telephone number of a Commission member who will act as representative (Subcommittee) for the Commission during the execution of the work. If denied, the applicant will be notified of the reasons for the denial, by Certified Mail. An applicant may appeal a denial within fifteen (15) days from the date of the decision.
6. The Commission will forward a copy of the COA to the Commission Subcommittee and the Zoning Enforcement Officer for action and monitoring.
7. It is the applicant's and owner's responsibility to notify the Commission before making any changes to the approved work/design that forms the basis of the Certificate of Appropriateness. Failure to do so may result in a Stop Work Order.
8. **In-Kind Work.** If the proposed work is for routine maintenance which involves the removal and replacement of in-kind materials which have deteriorated, like siding or roofing materials; or replacement of existing mechanical equipment, like a propane tank or air conditioning condensing units, please verify with the Historic District Commission whether an application for a COA is required for this work before submission. If it is determined that a COA is not required, the Commission will provide a letter to the Zoning Enforcement Officer and Building Inspector stating that no COA is required.