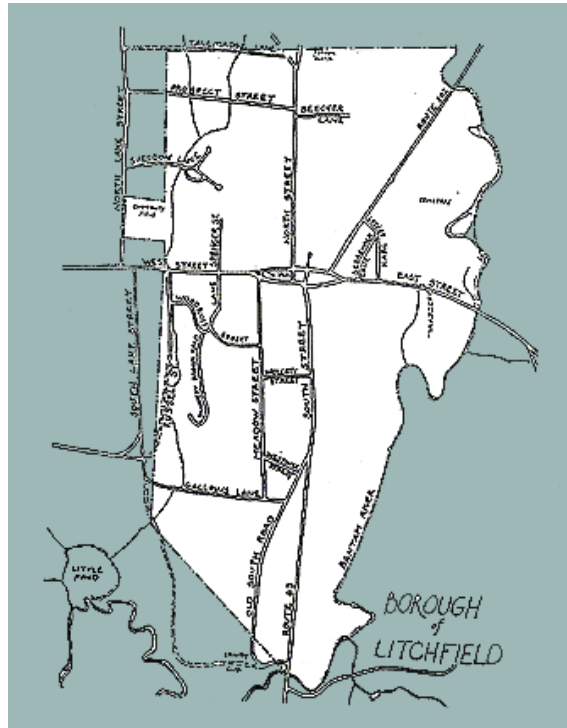


## HISTORIC DISTRICT COMMISSION REGULATIONS



## BOROUGH OF LITCHFIELD, CONNECTICUT

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## I. DEFINITIONS

**Abutters:** All owners of property adjacent to that of the applicant, including property directly across any public or private street. If the applicant owns a corner property, the abutters shall also include owners of the property diagonally across any public or private street.

**Alter:** Change, modify, rebuild, remove, demolish, restore, raze, move, or reconstruct.

**Appropriate:** Not incongruous with those aspects of the building, its neighborhood, the streetscape, and the historic district that the Commission determines to be historically or architecturally significant.

**Building:** Any combination of materials forming a shelter for persons, animals, or property. See also Structure.

**Certificate of Appropriateness: (COA):** The authorization required before alterations may be made to character-defining features of a property, building an addition to an existing historic building or structure, constructing a new building in a historic district, moving, dismantling or demolition of a building or structure in whole or part, changes in certain parking areas, changes in historic settings, and installation of or changes in signs and light fixtures.

**Change of COA:** Any modification of an approved COA which, if carried out, would result in a different form or appearance of the proposed work. Such changes would include, but not be limited to, the use of different materials from those specified in the approved COA, and changes in style, dimensions, materials, and/or location of character-defining features.

**Character:** All the visual aspects and physical features that comprise the appearance of every historic building.

**Character-defining Features:** Visual aspects and features that comprise the appearance of a historic building, such as the overall shape, proportions, nature and texture of materials including historic coatings or finishes, decorative and utilitarian details, as well as various aspects of the setting and site.

**Commission:** The Litchfield Historic District Commission

**Demolition by Neglect:** The irreparable condition of a structure caused by its gradual deterioration over the passage of time, due to deferred maintenance or purposeful neglect.

**Design Criteria:** Criteria relating to this district, which describe or define the history, period or style of the architectural features necessary to preserve the distinctive character of the buildings and places of each district.

**District:** The municipal historic district designated as such by the local historic district ordinance and regulated by the Commission.

**Elevations:** See Exterior Building Elevation.

**Emergency:** An event which causes sudden damage to one or more buildings or structures within a historic district, and is declared emergent by the Building Official or Fire Marshal, or which results in a condition that renders the building(s) or structure(s) unsafe or dangerous, or involves the safety of the building's inhabitants or risk of damage to the architectural elements.

**Emergency Repair:** Temporary work necessary to insure safety and/or prevent the destruction or dilapidation of buildings and or structures that are immediately threatened or have been damaged by fire, flood, earthquake or other unforeseen circumstances. Typical emergency repairs: covering windows/doors/holes in the roof with plywood, putting tarpaulins over breaks in a structure, putting up temporary supports; removing, marking and storing dangling or loose elements.

**Erect:** Construct, build, install, or enlarge a building or structure.

**Exterior Architectural Features:** Such portion of a building or structure as is open to view from a public street, way or place. If such portion is obscured in whole or part by foliage, it is considered open to view (visible). Landscaping and foliage are not considered by this Commission to be permanent features.

**Exterior Building Elevation:** Scale drawing of an outside wall of a building, including labeled and dimensioned features such as windows, doors, height and shape of the roof, and siding materials. Small elements should also be included - meters, utility boxes, vents, light fixtures and the like - if they are part of the proposed change.

**Incongruous Alteration:** A change that diminishes or adversely alters the historic character of a building, place, or streetscape in a historic district.

**Lighting Fixture:** Any lighting device located exterior to a structure or intended to illuminate areas exterior to a structure, whether permanently or temporarily installed. Such devices include, but are not limited to, search lights, spotlights, flood lights, sign and architectural lighting, and lighting for parks, parking lots, driveways, walkways, permanent holiday lighting, and athletic and recreational facilities.

**Minor Work:** Work that has no significant effect on the character-defining and architectural features of a historical building or structure as determined by the Commission.

**Modifications:** See Changes.

**Municipality:** Borough of Litchfield, CT.

**Ordinary Maintenance:** Work done to keep any architectural feature intact or in its present state in such a way that the work does not change its appearance, design, or material. This definition of ordinary maintenance applies, whenever appropriate, to a building's site features as well as to the building and associated structures.

**Ordinary repair:** Work done on or replacement of any architectural feature that is broken, damaged or not in good working order in such a way as the work does not change the appearance or design or the replacement is of the same size, design, texture and materials.

**Place:** Unifying, identifiable setting for the buildings and structures in an area, district, or neighborhood. The elements of place include the relationship of buildings to one another, setbacks, fence or wall patterns, views, configuration of driveways and walkways, and prominent landscape features (such as hedges and street trees) together with the prevalent exterior architectural features of the buildings. The sum of these elements defines the distinctive character of each neighborhood or district, as set forth in Appendix D.

**Preservation:** Work that strives to retain all historic materials through conservation, maintenance, and repair.

**Public way:** Any road, street, avenue, alley, driveway, parkway, sidewalk, or place over which the public at large has a right to pass.

**Reconstruction:** Re-creation of a non-surviving site, landscape, building, structure, or object in all new materials.

**Rehabilitation:** Work that emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work.

**Restoration:** Work that retains and preserves materials from the property's architectural history.

**Sign:** Any device however made, displayed, painted, supported, or attached, intended for the purpose of advertisement, attraction of attention, identification, publicity or notice.

**Site:** The property surrounding a historic building and contained within an individual lot.

**Site Features:** Walkways, driveways, parking areas, lighting fixtures, fences, sculptures, signs, walls, and other structures.

**Site Plan:** A plan of the applicant's lot drawn to scale that shows the location of all buildings and structures, proposed and existing, with their setbacks from the property lines and their distance from one other.

**Streetscape:** The aspect and built environment surrounding a public thoroughfare. This encompasses the particular localized relationship and interaction between structures, as well as the effect of the built environment and the spacing and placement of buildings on the greater landscape.

**Structure:** Any combination of materials, other than a building, that is affixed to the land and shall include, but not be limited to signs, fences, and walls.

## II. CERTIFICATES OF APPROPRIATENESS (COAs)

### A. COAs and other permits

1. No building or structure shall be erected, altered, moved, or demolished (in whole or part) within the historic district until after an application for a COA has been submitted to the Commission and approved by said Commission.
2. A COA must be obtained from the Commission whether or not a building permit is required.
3. No building permit for the erection of a building or structure or for the alteration of any exterior architectural feature within the historic district shall be issued by any department, agency or official of the Borough of Litchfield until a Certificate of Appropriateness has been issued.
4. Obtaining a Certificate of Appropriateness does not relieve the property owner of the responsibility of obtaining any other required permits. Building Permits and other permits may be required even if the Commission determines that a Certificate of Appropriateness is not required.
5. A COA must be obtained BEFORE a demolition permit for the demolition or removal of a building or structure within the historic district shall be issued by any department, agency or official of the Town of Litchfield, with the exception of matters of public safety and/or emergency, as stated in Section C6. In such cases, and if strict criteria are met, demolition may take place without a COA if reviewed by and approved by the commission.

### B. Work that requires a COA

1. **Erection, alteration, changes:** A COA is required for erection of new buildings or structures, construction of additions to existing buildings or structures, remodeling or alterations or removal of regulated architectural features of buildings and structures including changes in the historical materials, finishes, mechanical finishes, coatings (but not the color thereof) and/or patina on such features. Changes that involve the removal of modern features/materials so as to return to historic features/materials require a COA and adequate historic documentation for the change.
2. **Signs:** A COA is required for changes in existing signs and installation of new signs. The Commission's jurisdiction includes the style, material, size, lighting, and location of all outdoor signs in the historic district.
3. **Parking Areas:** A COA is required before making any changes to existing parking areas or building new parking areas in the historic district. The Commission's jurisdiction includes, by statute, the following types of parking areas: commercial, home business, industrial, and occupational, whether or not this area is zoned for parking use.
4. **New Lighting Apparatus:** A COA is required prior to the installation of any additional lighting apparatus to a new or existing building, structure, parking area, or sign.
5. **Demolition:** The Commission by statute may delay the issuance of a demolition permit for ninety (90) days from the application for such permit, providing that during the ninety (90) days, the Commission, the CT Commission on Culture and Tourism, and/or any interested person or organization is attempting to find a purchaser who will retain or remove such building or who will present some other reasonable alternative to demolition. No permit for demolition or removal of a building or structure within the boundaries of a historic property shall be issued by a municipality

or any department, agency or official thereof until a Certificate of Appropriateness has been issued.

**Demolition by neglect will be looked upon as a violation by the Commission.** The gradual deterioration to a structure over the passage of time due to deferred maintenance or purposeful neglect does not constitute a reason for demolition.

If the applicant is applying for a demolition permit with the intent to build on the site, a conceptual design of the proposed construction shall be submitted to the Commission at the time of the application for demolition.

To aid the Commission in finding an alternative to demolition, the applicant shall place public notice in a local newspaper announcing the proposed demolition and including the applicant's name and phone number.

To enable the Commission to make a determination on the application, the applicant shall provide a statement of the proposed condition and appearance of the property after such demolition or removal, including grading, seeding or other planting.

During the ninety-day period, the municipality may abate all real property taxes. At the conclusion of the ninety-day period, the demolition permit shall become effective and the demolition may occur. Nothing in this section shall be construed to mandate that the owner of such property sell such property or building.

If, following a public hearing which shall include the presentation of a conceptual design of any proposed building on the site, the Commission determines that it has no objection to the proposed demolition, the Commission may inform the applicant that it does not intend to take any action towards finding an alternative to demolition, in which case the ninety (90) day delay is waived and the COA to demolish is granted (with the following stipulations):

With the issuing of a COA for demolition, the applicant takes on the following responsibilities before, after, and during the demolition process:

- a. Before demolition begins, the owner will be encouraged to cooperate with the Commission and other interested parties to salvage architectural and/or archeological materials and features.
- b. During demolition, the property owner shall ensure the safety and preservation of adjacent buildings, structures, site features, properties and historic resources such as stone walls and, where possible, protect mature trees on the site from damage and from delayed damage such as loss of root area or compaction of the soil by equipment.
- c. After demolition the site shall be promptly cleared. If the site is to be vacant for more than sixty (60) days, the owner shall re-seed or plant as soon as weather allows and then maintain the property in keeping with the appearance of the historic district.

### **C. Work that is exempt from Commission review**

Certain activities that are undertaken in the historic districts are declared to be of such a nature that they are exempt from these Regulations. Specific activities considered exempt, upon review by the Commission are:



1. Erection or alteration of any such feature under a permit issued by a building inspector or similar agent **prior to the effective date of establishment of such district.**
2. **Interior arrangement** or use shall not be considered by the Commission. However, the Commission may recommend adaptive reuse of any buildings or structures within the historic district compatible with the historic architectural aspects of the building.
3. **Repainting** a previously painted exterior surface, including the use of a different color of paint, is considered ordinary maintenance, does not constitute a change in a historic coating (as in B1. above), and does not require a certificate.
4. **Temporary signs**, political signs, signs advertising a tag sale or neighborhood event, or signs stating an opinion on some topic, and other like signs, which may remain in place until after the sale, election, or event has ended or the topical issue is resolved. This includes real estate signs advertising sale by owner (on private property), but does not include signs listing a real estate agency or signs otherwise promoting a business. Regulations and restrictions concerning signs are also controlled by the Borough and may require a permit. Refer to the Borough of Litchfield Ordinances for additional information. Borough Ordinance forbids the display of contractor signs.
5. **Items not affixed to the land** including lawn ornaments such as planters and benches; seasonal holiday displays, and other such temporary displays; decorative banners and other decorative items; temporary structures which are put up in connection with official celebration with official celebrations, charitable drives, holidays, and various neighborhood or community events. (Structures or outbuildings that are not affixed to the land but will remain in place for more than, thirty (30) days must be reviewed.) **Items that are not affixed to the land but because of their "enormous size and weight" are considered "attached to the realty," (HDC of the Town of Fairfield vs. Andrew J. Hall et al, June 2007), must be reviewed by the Commission.**
6. **Demolition or removal** (of all or part of) a building or structure which the Building Inspector or Fire Marshal determines is required by public safety because of a condition that is either unsafe or dangerous due to irreparable deterioration or from sudden damage from a declared emergency such as a flood, tornado, earthquake, fire, or other unforeseen event.

**The gradual deterioration to a structure over the passage of time due to deferred maintenance or purposeful neglect does not constitute a reason for demolition. Such demolition by neglect will be viewed as a violation by the Commission.**

If the Building Official or Fire Marshal determines that a building or structure in a local historic district poses a threat to persons or property, such official may order its demolition or removal without obtaining a Certificate of Appropriateness. This order shall not be given unless (1) there is an extreme and immediate threat to public safety resulting from unsafe structural conditions; and (2) the unsafe condition cannot be abated by shoring, stabilizing, or securing the building or structure.

The Commission and its Enforcement Officer shall be given prior notice of this order and must hold an emergency meeting to review the proposal prior to any demolition.

#### **D. Work that is exempt after review by the Commission**

**The Commission will review applications for the following work at a regular meeting and make a determination of the exempt status of the proposed work.**

1. Ordinary Maintenance and/or Ordinary Repair including exact replacement of exterior architectural features in the district, that does not involve a change in the historic appearance: material, design, configuration, finish, and coatings (but not color thereof which, in itself, does not require any review).
2. Work on a structure that cannot be seen from any Public Way.

#### **E. Work that is temporarily exempt from review**

1. Erection or alteration of any such feature which the Building Inspector or a similar agent certifies is required by the public safety because of a condition that is unsafe or dangerous due to deterioration.
2. Repair or alteration of any such feature which the Building Inspector, or Fire Marshal, determines is required for public safety because of a condition that is either unsafe or dangerous due to a sudden damage from a declared emergency such as a flood, tornado, earthquake, fire, or other unforeseen event.

Such work (in 1, and 2, above) is considered emergency repair. If the Building Inspector or Fire Marshal determines that a building or structure in the historic district poses an immediate threat to persons or property, such official may order or conduct emergency repairs necessary to make the building or structure safe without the requirement of a Certificate of Appropriateness.

Notification must be given to the Commission and an emergency meeting held prior to the repairs being made. The Official making or ordering such authorized temporary repairs shall notify the Commission or its Enforcement Officer. If any work intended to be permanent was performed, or is to be performed, a Certificate of Appropriateness must be obtained from the Commission in accordance with the Historic District regulations, and the Commission's action thereon shall supersede the emergency approval.

### **III. APPLICATIONS FOR COAs**

**A. Application forms:** Any person requesting action by the Commission shall apply on the official forms adopted by the Commission for such purposes, (See Appendix E.) which forms are available in the Planning and Zoning Department, the Town Hall, and the Borough Office on Russell Street (Forms are available in the mailbox next to the door). Completed applications shall be filed in the Commission's office where they will be date stamped by an authorized staff person.

**B. Public hearing required:** All applications for a COA require a public hearing, including applications for new signs, fences, and lighting fixtures, non-residential driveways and parking areas, exterior architectural alterations of existing buildings or structures, the demolition or removal of existing buildings and structures, and the erection of new buildings and structures.

**C. Required materials for the COA application** Three copies of the application form, including the attached required materials, shall be submitted. See Appendix A & E for a list of required

materials.

**D. Withdrawal of COA applications** 1) Withdrawal can be made any time until the Commission begins its vote on the motion to decide the application. 2) A written notice of withdrawal shall be addressed to the Commission and put on file at the Commission's Office or at a meeting of the Commission. 3) An oral withdrawal shall be effective only if made at the meeting at which the Commission is considering the application. The oral withdrawal shall be noted in the minutes and the applicant shall supply written notice of that withdrawal in a letter to the Commission filed at the Commission's office within seven (7) days of that meeting. Failure to do so shall not render the oral withdrawal void.

**E. COAs. length in force. extensions** Every COA shall contain the stipulation that the COA remain in force for one year from the date of approval. If an extension is needed, an application to extend the expiration date must be submitted sixty (60) days before the one-year period is up and approved before work may resume after the one-year period. The Commission may grant an application to extend a previously issued COA unless the Commission finds that there has been a substantial change in circumstances which require a new COA application or if an enforcement action has been undertaken with regard to the regulated activity for which the permit was issued.

Every COA shall contain the stipulation that once work has commenced the applicant has two years from the date of approval to complete the approved project. If an extension is needed, an application to extend the application must be submitted sixty (60) days before the two-year work period has ended.

**F. Changes in plans. penalties for proceeding with a changed plan** Any proposed modification of an approved Certificate of Appropriateness shall be submitted to the Commission for approval prior to any work being done not in accord with the approved COA. The Commission may approve a modified COA without a public hearing unless it determines such proposed modifications to be a substantial and material change to the approved COA, in that event it shall call a public hearing prior to activity on the proposed application for a modification. Proceeding on a project that deviates from an approved plan constitutes a violation of these regulations and the approved COA, and is subject to a civil penalty and other enforcement options.

**G. Denial Without prejudice.** The Commission has sixty-five (65) days to make a decision concerning an accepted and filed application. If an application is incomplete, or additional information is required by said Commission, it has the right prior to the termination of the sixty-five (65) day review period, to issue by motion and majority vote a denial without prejudice. This action is required periodically because of the time restrictions placed on the Commission by State Statute sec 7-147e. In these cases the Commission requires a new application.

#### **IV. HEARINGS and PUBLIC NOTICE**

**A. Hearings required for COA:** The Commission shall hold a public hearing on all applications for a Certificate of Appropriateness, unless the Commission determines that such application involves items that are exempt from Commission approval.

**B. Scheduling hearings:** The Commission shall fix a reasonable time and place for such hearing.

**C. Giving public notice:** The Commission shall cause notice of each public hearing to be held to be published in a newspaper having a general and substantial circulation in the town, not more than

fifteen (15) days, nor fewer than five (5) days before the hearing. The notice shall state the date, time, and place of the public hearing; the purpose of the hearing, including a reference to any material available for public inspection; and any additional information that is necessary to fairly inform those affected by the requested action. Notice of the public hearing shall also be sent to the applicant by first class mail.

**D. Notifying abutters:** Upon the scheduling of a public hearing by the Commission, the Commission shall, as a courtesy, send by mail a copy of the legal notice of this hearing to all abutting property owners it deems impacted by the proposed action, (as reflected in the current Grand List), at least seven (7) days in advance of the public hearing. The mailing shall contain the text of the public hearing notice and shall specify the date, time and place of the public hearing. Failure to receive notification is not legally binding on the Commission and is not subject to appeal.

## **V. DETERMINATION OF APPROPRIATENESS**

**A. Deliberations:** The Commission Shall consider State Statutes SEC 7-147f that includes in part the following: In passing upon appropriateness as to exterior architectural features, the Commission shall also consider, in addition to any other pertinent factors, the historical value and significance, architectural style, scale, general design, arrangement, texture and type of building materials of the architectural features involved, their relationship to the architectural style and pertinent features of other buildings and structures in the neighborhood. (See Appendix C. Character Defining Features of Historic District, Streets and/or Neighborhood.) In passing on appropriateness as to exterior architectural features, buildings or structures, the Commission shall consider, in addition to other pertinent factors, the type and style of exterior windows, doors, light fixtures, signs, above-ground utility structures, mechanical appurtenances and the type and texture of building materials.

In its deliberations on what constitutes appropriateness, the Commission shall act only for the purpose of controlling the erection, alteration or demolition of buildings or structures, and installation or alteration of signs and parking areas that are incongruous with the historic or architectural aspects of the district. In passing upon appropriateness as to exterior architectural features, the Commission shall utilize as standards but not be limited to the:

1. "Architectural and Historical Resource Survey of the Borough of Litchfield."
2. "The Secretary of Interior's Standards for the Rehabilitation of Historic Buildings." ( See Appendix D),
3. United States Department of the Interior : Secretary of the Interior's Standards for the Treatment of Historic Properties, with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings."
4. Overview of the Architectural History of Litchfield, (see section VIII,B, (2) of the handbook 91988).
5. Photographic archive at the Litchfield Historical Society.

If, after deliberation, the Commission determines that the proposed construction, alteration, sign, light fixture, parking area, moving, or demolition will be appropriate, it shall issue a COA.

## **B. Design Criteria**

### **1. For existing buildings and structures**

**a. Architectural characteristics:** The existing dimensions and proportions of any character-defining architectural feature shall be preserved whenever possible. Permitted changes should be confined to those that would reverse inappropriate changes already in place. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall be avoided.

In reviewing an application for work on existing buildings, the Commission shall consider the extent to which the repairs or alterations to be made are in the spirit of the existing architectural style. The Commission shall also review the effects the work has on the appearance and character of the immediate neighborhood and the overall street scape.

**b. Ornamental features:** All historic ornamental features, no matter how small, shall be preserved, restored, and/or precisely replaced with exact replicas, preservation of originals being the more preferable choice. Ornamental features, in general, are not to be supplemented except to replace originals that were lost previously.

**c. Repair, Replacement, Use of Substitute Materials.** Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved. If deteriorated they should be repaired; if repair is not possible, then the features should be replaced with new features matching the old in design, texture, coatings and finishes, and other visual qualities, and where possible, materials. If it is not feasible to use the original materials, then replacement with substitute materials approved by the Commission may be allowed. Replacement of missing features shall be substantiated by documentary, physical, pictorial evidence, or testimony.

### **2. New Construction (free-standing building on an empty lot):**

a. New construction should be consistent with the scale of the surrounding structures in terms of building height, width, proportion of height to width, proportion of wall area to door and window openings, rooflines, size of overhangs, setbacks where permitted, and other dominant features. New construction should be compatible with surrounding buildings as to form, texture, scale, site layout and character, including textures and ornamentation. An appropriate design shall include as many site features from Appendix D. as feasible.

b. New construction, outbuilding or other structure should be harmonious with the scale of the main building (s), and in general not larger than the original structure. Existing garages, barns, and sheds should be kept in good condition, repaired if at all possible, and elements replaced in kind when repair is not possible.

c. New construction should be compatible with buildings in the neighborhood and should not adversely effect the overall street scape.

d. New construction shall be compatible with the rhythm of solids and voids created by the spacing of preexisting structures within the surrounding landscape. (Special attention will be placed on maintaining the open space between structures.)

- 3. Additions** Proposed additions should leave the existing form of the building as the primary form, should not destroy any significant features of the original building, and should show visual compatibility with the original structure by the use of similar forms, proportions, materials and features. Additions shall be no larger than the original square footage of the existing structure. The use of roof lines and windows, particularly dormers, should be subservient to the original structure and the preexisting masses. Additions shall be compatible with the rhythm of solids and voids created by the spacing of preexisting structures within the surrounding landscape. (Special attention will be paid to an addition's affect on the open space between structures.)
- 4. Stipulations or conditions:** For any new construction, approval of an application for a COA may contain the following stipulations or conditions:
- a. Before construction begins, the owner shall work with the Commission and other interested parties to salvage any archeological materials and features on the site.
- During construction the property owner shall ensure the safety of adjacent buildings, structures, site features, and historic resources such as stone walls, and where possible protect mature trees on the site from damage and from delayed damage such as loss of root area, or compaction of the soil by equipment.
- 5. Other buildings permitted:** Reconstruction of a dismantled historic building, moving a historic building, and the replication of a historic building may also be permissible in the historic district if the proposed work meets the specified design criteria and standards for new construction. Such work will require a COA.
- 6. Solar energy systems and other renewable resources:** No application for a Certificate of Appropriateness for an exterior architectural feature, such as a solar energy system, designed for the utilization of renewable resources, shall be denied unless the Commission finds that the feature cannot be installed without substantially impairing the historic character and appearance of the District. A Certificate of Appropriateness for such a feature may include stipulations requiring design modifications and limitations on the location of the feature that do not significantly impair its effectiveness.
- 7. Parking:** In determining appropriateness as to parking, the Commission shall consider the size of such parking area, the visibility of the cars parked in that area, the closeness of such area to adjacent buildings, and other relevant factors such as lighting.
- 8. Lighting:** The Commission shall regulate all light fixtures in the historic districts in regard to design, materials, finish, size and location; direction of and intensity of emitted light. Applications requiring other permits may be required to meet additional standards set forth in the town's lighting and/or safety codes.

**a. Residential**

Historic lighting fixtures should be maintained and repaired as needed. If replacement is necessary, the replacement fixtures should resemble the old fixtures as closely as possible; period fixtures of a different appearance may be used if documentation for them exists. If new fixtures are used as replacements for, or in addition to existing fixtures, the new lighting should be shielded, of low intensity, and simple in character.

Lighting for walkways or driveways should be low, casting light only on the surface.

Residential security lights will be considered on a case-by-case basis. Lighting for home

business parking areas will be considered on a case-by-case basis, according to the standards set forth in this section.

**b. Sidewalks/Walkways, Commercial/Industrial buildings, Regulated parking lots**

Lighting fixtures for walkways and commercial parking areas within the historic district must be harmonious in design, scale, and materials with the character of the historic district or portion thereof where such fixtures are located. Existing historic lighting fixtures in public areas may be retained and used with a contemporary lighting system that meets code requirements.

**c. Lighting for public buildings and their parking areas will be considered** on a case-by-case basis, according to the standards set forth in this section.

**9. Signs:** Signs must be compatible with the building as well as with surrounding structures. If window lettering is used for signage, it must be etched or painted lettering. The size and style of such lettering should be visually compatible with the structure itself as well as with surrounding buildings.

**10. References for Research:** In its deliberations and decision-making on what constitutes appropriate change, the Commission may consult the following:

- a. Architectural and Historic Resource Survey of the Borough of Litchfield: available at the Town Clerk's Office, the Oliver Wolcott Library, and the Litchfield Historical Society
- b. United States Department of the Interior: "Secretary of the Interior's Standards for the Treatment of Historic Properties, with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings."
- c. Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings: (See Appendix D.)
- d. Overview of the Architectural History of Litchfield, see section VIII,B, (2) of the handbook (1988).
- e. Photographic archive at the Litchfield Historical Society.

## VI. DECISIONS

**A. Number of votes needed:** In order to issue a Certificate of Appropriateness, the Commission must have a concurring vote of not less than three (3) of the Commission members or alternates seated as members.

**B. Deadlines for making decisions:** Decisions for a Certificate of Appropriateness must be rendered within sixty-five (65) days after the filing and acceptance of an application by the Commission. Failure on the part of the Commission to act within the sixty-five (65) day period shall constitute an approval and no other evidence of approval shall be needed.

**C. Written notice of decision:** When the Commission acts upon an application, it shall submit written notice of its decision to the applicant. Should the Commission deny the Certificate of Appropriateness, the reasons for the denial -- including the basis for its conclusion that the

proposed activity would not be appropriate --shall be placed upon the Commission's records and included in the notice sent to the applicant. The notice to the applicant may also include recommendations relative to design, arrangement, texture, material and other similar features. The Commission is empowered with the authority to issue a Certificate of Appropriateness with stipulations on design, arrangement, texture, material, and other similar features.

**D. Appeals of decisions** can be made to the superior court within fifteen (15) days from the date when the decision was made, in accordance with details stated in Connecticut General Statute 7-147i.

## **VII VIOLATIONS**

### **A. Work Done Without a Certificate of Appropriateness**

When work done without approval comes to the attention of the Commission, a letter of notification will be sent.

The owner is required to submit an application. The Commission will render its decision as if construction has not commenced or been completed. If the work done is judged NOT to be historically appropriate by a majority vote of the Commission, revision or removal of the work may be required.

### **B. Work Done Not In Accordance With a Certificate of Appropriateness**

When such work comes to the attention of the Commission, a letter is sent by certified mail to the property owner.

Work must either be revised to concur with the application or the application must be updated for the consideration and approval by the Commission.

Those who do not submit to these rules will have their property placed on the Commission's NON Compliance list; will not be granted a new certificate of appropriateness until the previous violations have been remedied; and may also have action brought against them by the Commission in Superior Court.

### **C. Fines**

If a violation occurs, the Commission has the right in accordance with the Superior Court to levy fines. (See State Statutes SEC 7-147h,(b)

## **VIII. ENFORCEMENT**

Regulations and orders of the Commission shall be enforced by an enforcement official designated by the Board of Warden and Burgesses and responsible to the Commission as per section 12-9 of the Borough Code and in accordance with Section 7-14 7h of the General Statutes. The powers and duties of the Enforcement Officers as designated by the Board of Warden and Burgesses, shall be as prescribed by state statute and local ordinance, and in addition to those delegated by the Commission. If any provision of these regulations has been violated, the Commission and/or its duly authorized agent may, in addition to any other remedies, institute an action in the Superior



Court as provided by the Connecticut General Statutes which said court shall have jurisdiction to restrain such violation and to issue orders directing that the violation be corrected or removed. Any penalties imposed by the courts will be in accordance with Section 7-14 7h (b) of the Connecticut General Statutes.

## **IX. AMENDMENTS**

A. These Regulations may be amended by a majority vote of the Commission.

B. All proposed amendments shall be considered at a public hearing. Notice of the time and place of such hearing shall be published in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the town not more than fifteen (15) days nor less than five (5) days before such hearing. A copy of the proposed regulation or amendment thereto shall be filed in the Town Clerk's office and the Commission's office not less than ten (10) days before the hearing and the notice of hearing shall so state.

C. The adoption of such regulations, or amendments thereto, shall require the concurring vote of not less than (3) members of the Commission.

## **X. SEPARABILITY**

If any section, subsection, paragraph, sentence, clause or provision of these Regulations shall be adjudged invalid, such adjudication shall apply only to the section, subsection, paragraph, sentence, clause or provision so adjudged invalid, and the remainder of these Regulations as they shall now or hereafter exist, shall be deemed to be valid and effective.

## **XI. EFFECTIVE DATE**

These Regulations are an amendment to the current Regulations and shall become effective on the 21st day following the public notice of its passage by vote of the Commission, providing a copy of the adopted Regulations shall have been filed in the office of the Town Clerk and a public notice of the Commission's decision shall have been published in a newspaper having a substantial circulation in the town, and a public hearing having been held prior to the Commission's vote.

Revisions to these regulations adopted by the Commission shall become effective by following the same procedures and schedule as stated above.

## **APPENDIX A. MATERIALS REQUIRED FOR COA APPLICATION**

### **New Buildings and Additions**

Description of project.  
 Map.  
 Color photographs of existing building and its setting.  
 Assessor's map showing lot # and abutting lot #'s; indicate building on site plan drawn to scale.  
 Exterior building elevations.  
 Floor plan.  
 Descriptive brochures and samples of proposed materials  
 Locations identified where materials are in place on other buildings  
 List of pertinent websites (of manufacturers, etc.).  
 Historic photographs, if pertinent to a proposed addition.  
 Such other information as may be required by the Commission.

### **Major Restoration, Rehabilitation**

Description of project.  
 Assessor's map showing lot # and abutting lot #'s; indicate building(s) on map.  
 Color photographs of existing building and its setting.  
 Exterior building elevations.  
 Descriptive brochures and/or samples of proposed materials  
 Locations identified where materials are in place on other buildings  
 List of pertinent websites (of manufacturers, etc.).  
 Historic photographs, if pertinent to the proposed work.  
 Such other information as may be required by the Commission.

### **Less Extensive Exterior Changes**

Description of project.  
 Color photograph of building or portion thereof.  
 Descriptions of materials (samples or brochures).  
 Historic photographs if pertinent to the proposed work.  
 List of pertinent websites.  
 Location where materials are in use, for viewing by commissioners.

### **Repairs, Replacements, Minor Work (Determination of Exemption from COA)**

Description of project.  
 Color photograph of building.  
 Description of materials (samples or brochures).

### **Work not visible from any public way (Determination of Exemption from COA)**

Description of project . (Photograph taken from public way demonstrating that the work will not be visible).  
 Diagram showing location of proposed work.  
 Schematic showing that the work in its proposed dimensions will not be able to be seen from the public way.

### **Site Changes: parking areas, drives, and walks**

Description of project including accommodations for drainage and landscaping.  
 Description of proposed materials, including photographs, brochures, and / or samples .  
 Color photographs of site and its larger neighborhood context.

**Site Changes: fences, walls, and other site features**

Site plan drawn to the scale 1 inch = 20 feet.

Architectural elevations.

Description of proposed materials, including photographs, brochures, and / or samples.

Color photographs of site and its larger neighborhood context.

Topographical Map.

**Site changes: signs**

Photograph of building and its neighboring buildings.

Architectural elevation of proposed sign and mounting, including building, when building- mounted.

Site plan showing sign in its proposed location, when sign is freestanding.

Description of materials and illuminations including literature about or pictures of the proposed lighting fixtures.

Description of proposed materials, including photographs, brochures, and / or samples.

Details and specifications for proposed brackets/hangers or other supports.

**Demolition or Removal of Buildings**

Site plan: include location of trees larger than 4" diameter at 4' from ground, and site features such as fences, walls, walkways, etc.

Color photographs of all sides of the building to be demolished.

Color photographs of the building with adjacent buildings and setting.

Sketch of, and description of, what the site will look like after the demolition or moving, if no building is proposed.

If new building is proposed, follow procedures for New Buildings and Additions as stated above.

**APPENDIX B. Examples of Regulated Activities Requiring Commission Action****All Principal buildings****Outbuildings including but not limited to:**

*Garages*  
*Sheds*  
*Barns*  
*Greenhouses*  
*Bandstands*  
*Wooden well covers*  
*Historic outhouses*

**Architectural elements including but not limited to:**

*Doors & entranceways ( door hardware if visible)*  
*Porches*  
*Window frames, sash & muntins*  
*Storm doors & windows*  
*Shutters*  
*Architectural trim & ornamentation*  
*Substantial removal or replacement of siding or roofing*  
*Addition of aluminum, vinyl or similar siding*  
*Exposed foundations*  
*Chimneys, ventilation pipes, pellet stove pipes, wood burning stove pipes*  
*Dormers*  
*Skylights*  
*Sun rooms*  
*Awnings*  
*Exterior Light fixtures*  
*Gutters*  
*Replacement of historic gutters*

**Site Fixtures & structures including but not limited to:**

*Driveways*  
*Parking Areas*  
*Walkways*  
*Steps*  
*Decks*  
*Stone walls*  
*Fences and masonry walls*  
*Retaining walls*  
*Trellises, pergolas, & arbors*  
*Exterior lighting fixtures*  
*Above ground pools & in-ground pools*  
*Any visible fixtures associated with in-ground pools*  
*Dumpster enclosures and permanent dumpsters*  
*Above ground storage tanks*

**Non Residential parking Areas including but not limited to:**

*Size*  
*Location*

*Visibility of Cars*  
*Paving materials*  
*Lighting*  
*Curbing*

**Signs including but not limited to:**

*Business*  
*Multi-family residential*  
*House number markers or signs*  
*Historical markers*

**Miscellaneous Fixtures, Structures and Utility boxes including but not limited to:**

*Solar Panels*  
*Wind powered energy devices*  
*Exterior air Conditioning units, exhaust fans, coolers, etc.*  
*Utility boxes including electrical service, gas services, "VRAD" boxes, generators, etc.*  
*Satellite dish, ham radio or other specialized antennae.*  
*Temporary structures such as tents in place more than 180 days.*  
*Vending machines in place for more than 30 days.*  
*Any structure, even if of temporary materials. if left in place more than 180 days.*  
*Mailboxes*  
*Residential playground equipment*

**Examples of Activities Requiring a Commission Waiver**

**Routine Maintenance and Repair**

*Masonry repair & re-pointing that exactly match the existing brickwork*  
*Siding & roofing repairs that match existing exactly*  
*Exact replacement or repair of existing architectural and site features.*

**Examples of Non-regulated Activities Requiring No Commission Action**

**Construction not visible From any Public Way**

**Interior Alterations**

**Landscape planting**

**Miscellaneous Fixtures:**

*Boats and recreational vehicles*  
*Flagstaffs attached to residential building facades*  
*Residential patios and terraces on grade ( only if not visible from public way)*

**Temporary signs**

*Tag sale signs*  
*Political signs and event banners*

*Note: while not within the purview of the Commission, temporary signs DO fall under the regulations and jurisdiction of Borough ordinances.*

**Temporary Fixtures & Structures:**

*Event tent structures in place less than 30 days*

*Construction dumpsters, trailers, toilets, security fencing, and utilities*

**APPENDIX C. CHARACTER-DEFINING FEATURES OF HISTORIC DISTRICT, STREETS, AND/OR NEIGHBORHOOD (This appendix lists the predominant elements of buildings and places. Localized differences and exceptions do occur, along with stylistic differences particular to each building's architectural style and period. These individual features, along with the character of the immediate neighborhood, and the wider characteristics of the street are all considerations in the deliberations of the Commission.)**

**UNIFYING CHARACTERISTICS OF THIS DISTRICT**

National Register designation (as part of a district), on National Register of Historic Places  
 Domestic Architecture with a commercial center, focused around Town Green  
 Most of district built as residences, 18th, 19th. and early 20th century  
 Country town setting  
 District spans most types of architecture, but particularly significant for its core of late 18th and early 19th century structures  
 Two or three stories in height  
 Most front doors facing street  
 Ornamentation of front doorway  
 Windows with divided lights  
 Walkways to front door  
 Wood clapboard siding on most residential structures  
 Stone and brick foundations  
 Chimneys  
 Planted setback areas  
 Outbuildings at rear  
 Sidewalks  
 Parking to side or at rear

**North And South Streets**

**CHARACTER-DEFINING FEATURES: BUILDINGS AND PLACES**

**Residential Buildings**

Single-family  
 18th, 19th and early 20th century architecture  
 Two or three stories in height  
 Some side porches  
 Ornamentation of front doorway  
 Windows with divided lights  
 Stone foundations (granite & mica schist) & brick foundations  
 Chimneys (Rooflines and other style elements vary from house to adjacent house)  
 Front doors facing the street  
 Outbuildings in rear

**Places (Setting)**

Even large setbacks from street for most structures  
 Even spacing between structures  
 Front walkways (sidewalk to front door)  
 Side Driveways leading to rear detached garages or carriage houses  
 Fenced or hedged front lawns(predominantly North street)  
 Planting strips between sidewalk & street ( lawn with large canopy trees)  
 Mature trees (both sides)  
 Sidewalks  
 Houses set back from a wide road

**Town Center Area: Green**

## CHARACTER-DEFINING FEATURES: BUILDINGS AND PLACES

**Buildings: Domestic Architecture Predominates: North side**

Mixture of public, religious, and residential

18th and 19th century homes

Two or three stories in height

Front doors facing street

Wood clapboard siding

Outbuildings at rear

**Places (Setting)**

Planted setback areas

Walkways to front door

Sidewalks

Parking at rear of buildings

**Commercial Architecture Predominates: South side**

Mostly commercial structures

19th Century commercial block

Two and three stories in height

Store fronts facing street

Brick stone and clapboard siding

**Places ( Setting)**

Small setback

Entries lead directly onto sidewalk

Parking in front

**West and East Streets**

## CHARACTER-DEFINING FEATURES: BUILDINGS AND PLACES

**Buildings: Residential.**

18th and 19th. century (East Street largely mid to late 19th century houses)

Houses vary in architectural style but similar in scale

Two story houses predominate but a few one, and three, story houses scattered in street scape

Largely clapboard siding

Many with gable ends facing street

Many with front porches

Outbuildings at rear

Front doors face the street

Front walkway to sidewalk

Ornamentation of front doorway

Windows with divided lights

Brick chimneys

**Places (Setting)**

Road wide

Mature Trees both sides

Deep Setbacks

Even spaces between homes

Side Driveways, detached garages

No fencing ( some privacy fences set back between properties)

Sidewalk



**Prospect Street**

CHARACTER DEFINING FEATURES: BUILDINGS AND PLACES

**Buildings; Residential**

18th to 20th century houses vary in architectural style

Two or three stories in height

Clapboard siding

Outbuildings at rear

Some converted carriage houses

Front doors face street

Side porches

Brick Chimneys

No sidewalk

Ornamentation of front doorway

Windows with divided lights

**Places (setting)**

Road narrower

Mature trees both sides

Houses setback

Deep lots

Planted setbacks

Large spaces between houses

More rural character of street conveyed by its setting.

Bounded by low stone walls (cherished view from end of public road) woods, wet meadow, streams, stone walls, Some stone gateposts some with light fixtures in them.)

**Meadow Street, Spencer Street**

CHARACTER DEFINING FEATURES: BUILDINGS AND PLACES

**Buildings Residential**

19th and early 20th century buildings

Vernacular character

Two stories in height predominantly

Clapboard siding

Out buildings at rear

Front doors face street

Ornamentation of front door

Pavers to street or partial sidewalk

Windows with divided lights

**Places (Setting)**

Road width, narrow.

Houses closer to road

Narrow spacing (wider spacing at south end of meadow street)

Side driveways

Planted setbacks

**Torrington Road, RT 63 South, Old South Road, Wolcott Street, Woodruff Street, Gallows Lane, Tallmadge Lane, other Streets and Lanes**

CHARACTER DEFINING FEATURES: BUILDINGS AND PLACES

**Buildings Residential**

19th and 20th century houses

Differing architectural styles

Two stories in height predominantly

Clapboard siding  
Outbuildings at rear  
Some garages at side  
Ornamentation of front door front door faces street.  
Windows with divided lights  
Side driveways  
Brick chimneys

**Places (setting)**

Road width, narrow  
Houses distance to street varies in each location  
Spacing particular to each street  
Planted setbacks

**APPENDIX D. SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION OF HISTORIC BUILDINGS**

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive material, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, material. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work shall be differentiated from the old and integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**BOROUGH OF LITCHFIELD HISTORIC DISTRICT COMMISSION**

**PO BOX 913, 28 RUSSELL STREET, LITCHFIELD, CT 06759, Phone (860) 567-8866**

Date Accepted \_\_\_\_\_ Hearing Date: \_\_\_\_\_ Application #: \_\_\_\_\_

Pre-application review: \_\_\_ Yes \_\_\_ No Waiver \_\_\_\_\_

**Please read instructions on next page before signing the form**

**APPLICATION FOR:**

\_\_\_ **A. CERTIFICATE OF APPROPRIATENESS, for major work described below**

**OR**

\_\_\_ **B. EXEMPTION ( WAIVER ) 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

**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) \_\_\_ Other

\_\_\_ Non-temporary site feature (s): satellite dishes, pools, lighting fixtures, arbors, etc.

**Demolition or relocation**

\_\_\_ Primary building \_\_\_ Outbuilding \_\_\_ Site Feature

Property Address \_\_\_\_\_ Applicant or Agent (if not owner) \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Owner(s) Name \_\_\_\_\_ Applicant's Phone \_\_\_\_\_

Owner's Address \_\_\_\_\_ Applicant's Relationship to owner \_\_\_\_\_

Owner's Phone \_\_\_\_\_

Email \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Architect's Name \_\_\_\_\_ Phone \_\_\_\_\_

Anticipated Start Date \_\_\_/\_\_\_/\_\_\_ Completion Date \_\_\_/\_\_\_/\_\_\_

**Brief Description of Proposed Work** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional pages as necessary. Please 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.

**The Required Materials are attached:** (see list on the back of this 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, and /or any of their agents, to access the property for the purpose of reviewing this**

**application and work done under any certificate issued to me.**

Owner's or Applicant's Signature (s) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPLICATION**

**Requirements:** Applications must include materials listed below to be considered complete. Incomplete applications will not be reviewed.

**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. The HDC ordinarily meets on the first and third Thursday at 7PM. In case of a Thursday holiday, the meeting will usually be held on the following (Thursday) at 7PM. 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 Exemptions) 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:** One copy of the following materials should be attached to the three copies of the COA application form.

**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 & setting
- . Exterior building elevations
- . Description of materials (see 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 or portion
- . 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 buildings 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 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 project
- . Photograph and/or diagram showing that the work in its proposed dimensions will not be able to be seen from the public way

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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 Exemptions are ordinarily made immediately following the presentation of the application at a Commission meeting. Decisions on projects requiring a COA follow the public hearing, that is held approximately two weeks after the application has been received by the HDC at a regular meeting. **All decisions must be made within 65 days of receipt and acceptance of the complete application.**