

**STRATFORD HISTORIC DISTRICT COMMISSION
Certificate of Appropriateness Application**

IMPORTANT: Please print or type this application. All applicable sections must be completed and all required exhibits must be attached. The Commission is not required to consider an incomplete application. To avoid any delay due to insufficient information, we recommend that you attend or arrange to be represented at the meeting in which your application hearing is scheduled. Because all categories of this application require a Public Hearing (and therefore Public Notice), it is necessary to receive your application two weeks before the next regularly scheduled HDC meeting in order to include it in that meeting's agenda. If you have any questions concerning completion of this application, please call the Town Planning and Zoning Administration Office at (203) 385-4017. Application Fee: \$75.00 payable to the Stratford Historic District Commission (which helps to cover the cost of publishing State-mandated legal notices for public hearings). Please return the completed form to Town Building Dept. Office, Room 110

DATE _____
OWNER/TENANT* _____
PROPERTY LOCATION _____
DATE THE HOUSE WAS ESTABLISHED/BUILT _____
ADJOINING OWNERS _____

TYPE OF WORK TO BE DONE:

1. New Construction _____
2. Remodeling _____
3. Demolition _____
4. Parking/Driveway/Paving _____
5. Sign _____
6. Other _____

TYPE OF STRUCTURE:

1. Dwelling _____
2. Outbuilding/Accessory Building _____
3. Other _____

STARTING DATE _____ COMPLETION DATE _____

PLEASE NOTE: Signs must be erected within six months of approval; all other work must be completed within one year of approval. Beyond these time periods, Certificates of Appropriateness expire and will require a new application.

(Initials)

* If the applicant is not the owner of the premises, written permission from the owner for the requested work must be attached to this application.

SIGNATURE OF THE APPLICANT _____
APPLICANT CONTACT INFO _____

1. **NEW CONSTRUCTION** Must be accompanied by the following exhibits:

- a. Photo showing the present appearance of the property.
- b. Scaled plot plan detailing the location of existing structures and/or new structures.
- c. Scaled elevations depicting finished appearance of the structure(s).

Size of Structure _____ Type of Windows _____

Size of Windows _____ Exterior Siding Material _____

Roofing Material _____ Type/Size of Doors _____

Foundation _____ Exterior Trim _____

Brief description of work to be done _____

Complete Section #5, if applicable. Yes _____ No _____

2. **REMODELING** - Must be accompanied by the following exhibits:

- d. Photo showing the present appearance of each elevation (side) of the property to be affected by the remodeling.
- e. Scaled plot plan detailing the existing structures and any additions.
- f. Scaled elevations depicting finished appearance of all affected exterior portions of the structure(s).

Brief description of work to be done, including all materials to be used _____

Siding _____ Type/Size of Windows _____

Exterior Trim _____ Exterior Trim Material _____

Roofing Material _____ Type/Size of Doors _____

Complete Section #5, if applicable. Yes _____ No _____

3. DEMOLITION Must be accompanied by the following exhibits:

- g. Photo showing the present appearance of each elevation (side) of the property to be affected.
- h. Scaled plot plan detailing the existing structures and detailing which structures or portions of structures are to be demolished.

Connecticut Statute 7-147j (b) requires a ninety-day delay in the issuance of a permit for demolition of any structure to allow this Commission or the Connecticut Historic Commission to seek a buyer to save the structure.

Brief description of work to be done, stating the reason for demolition and describing work to be done to restore the demolition site to a safe and acceptable condition

Complete Section #5, if applicable. Yes _____ No _____

4. NEW SIGN Must be accompanied by the following exhibits:

- i. Photo showing the present appearance of the property and the proposed location of the sign.
- j. Scaled plot plan detailing the exact location of the sign.
- k. Scale drawing showing the exact shape, overall size (one-sided or two-sided), lettering (type and size) and the method and materials to secure and/or support the sign in place, i.e. post, bracket, wall mount, etc.

Size _____ Material of Sign _____

Attach exhibit "k" to this form to be made part of this Certificate of Appropriateness.

5. PARKING/ DRIVEWAY/ PAVING Must be accompanied by the following exhibits:

- l. Photo showing the present appearance of each area of the property to be affected.
- m. Scaled plot plan detailing the exact location of the proposed parking/driveway/paving and any landscaping proposals to screen the new area from public view, as well as any site lighting (new or existing) signage and accessory structures which are a part of the project.

APPLICANT _____

5. PARKING/ DRIVEWAY/ PAVING (Continued)

Driveway Material _____ Parking Area Material _____

No. Parking Spaces: New _____ Existing _____ Total _____

Zoning requirements _____ Handicap Access requirements _____

6. OTHER STRUCTURES Must be accompanied by the following exhibits:**

- n. Photos showing the present appearance of the property.
- o. Scaled plot plan detailing the exact location of existing structures and detailing any proposed removals, relocations, additions and/or alterations to the existing property.
- p. Scaled drawings depicting finished exterior appearance of all new structures and/or affected exterior portions of existing structure(s).

Brief description of work to be done, detailing materials to be used _____

** Accessory buildings (garages, greenhouses), patios, decks, fences, gates, etc.

ACTION TAKEN BY THE HISTORIC DISTRICT COMMISSION

1. **Approved** _____.

2. **Approved with the following conditions:** _____

_____.

3. **Denied** _____

_____.

Date _____.

Clerk, Stratford Historic District Commission

**STRATFORD HISTORIC DISTRICT COMMISSION
2725 Main Street, Stratford, CT 06615**

An outline of regulated activities and procedures for homeowners and property owners in Stratford's Historic District

The following are some of the activities that require a Certificate of Appropriateness from the HDC, prior to starting and/or prior to obtaining a Building Permit:

New construction, remodeling, new windows and doors, demolition work, new parking areas, new driveways, new paving, new signs, site lighting, new decks and new fences. Work on existing accessory buildings, garages and other secondary structures or new structures of this type.

The Commission has jurisdiction over exterior construction. It does not have jurisdiction over remodeling work that is entirely internal.

If it can be demonstrated to the HDC that no part of your project is visible from any public street or public right of way, then the Commission may waive the requirement for filing an application for a Certificate of Appropriateness for that specific project.

Exterior repairs which will not alter the appearance of your property, especially small repairs, projects which involve safety issues or are otherwise urgent, such as repairs to steps, re-roofing to repair leaks, etc. may often be expedited by a letter from the Commission permitting the project to proceed without application for a formal hearing.

Please note that any Commission member will be glad to answer questions that you may have about your project and about our procedures.

We also invite you to attend any of our regularly scheduled meetings. If requested before the meeting, we will provide time on our agenda to discuss informally any project that you would like to review before actually filing for a Certificate of Appropriateness. We will be glad to indicate to you at that time, whether an application is required or not, and also to indicate what specific information we might be expecting if an application is required.

Current Commissioners (2019)

Regular Members

Ron Tichy
Casimir Mizera
Ryan Erenhouse
David Durgy
Anthony Smith

Alternate Members

Megan Merwin
Michael Bingham
Daryl Brock

Secretary: Carol Cabral