

TOWN OF CHESHIRE
Historic District Commission
Planning Department, Town Hall
84 South Main Street
Cheshire, CT 06410



Application Fee: \$25.00 Paid: _____
(Payable to Collector, Town of Cheshire)
Date received: _____
Hearing Date: _____
Certificate #: _____ or Exemption # _____
Monitor: _____
Pre-application review: Yes No

Please read instructions on reverse side before signing the form.

APPLICATION FOR:

A. CERTIFICATE OF APPROPRIATENESS, for major work described below

OR

B. EXEMPTION FROM Certificate of Appropriateness, for the following reason (s)

- Ordinary Maintenance, repair, or replacement (if exact duplicate)
- Minor Work, having no significant impact character defining features of building or site
- Work not visible from any public way, street, or place

Type of Project (check all that apply)

Construction

- New Building Addition to Building Major building restoration, rehabilitation.
- 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): satellite dishes, pools, lighting fixtures, arbors, etc.

Demolition or relocation

- Primary building Outbuilding Site Feature

General Information

Property Address: _____
Owner(s) Name: _____
Owner's Address: _____
Owner's Phone: _____ E-mail: _____

Historic District: CA-TC
 SB

Applicant (if not owner): _____
Applicant's Address: _____
Applicant's Phone: _____ E-mail: _____
Applicant's Relationship to Owner: _____

Contractor's Name: _____ Phone: _____
Architect's Name: _____ Phone: _____

Dates of Anticipated Work: Start _____ Completion: _____

Brief Description of Proposed Work:

Attach additional pages as necessary. (Additional sheets on letterhead are supplied on request.)

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 attached 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 Cheshire Historic District Commission 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 at Town Hall ten (10) days prior to a regular HDC meeting. The HDC ordinarily meets on the first and third Mondays at 7PM. In case of a Monday holiday, the meeting will usually be held on the following day (Tuesday) at 7PM. Please call the Planning Office 271-6670 to verify the meeting date.

Representation: Applicants or a representative **must** attend the COA public hearing (or review meeting for Exemptions) to answer questions from the Commission.

Changes in: 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: Ten copies of the following materials should be attached to ten copies of the COA application form.

New Buildings and Additions

- Description of project
- Photographs 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**)

Major Restoration, Rehabilitation

- Description of project
- Photographs of existing building & setting
- Exterior building elevations
- Description of materials (see New Buildings above)

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

The HDC uses its Regulations to make informed decisions. Copies of the Regulations are available free of charge at the Planning Department.

Decisions on Exemptions are ordinarily made immediately following the presentation of the application at a Commission meeting. For Decisions on projects requiring a COA, follow the public hearing which 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 of the complete application.**

