

Application Procedure for a Certificate of Appropriateness from the
Historic District Commission

1. Applications for a Certificate of Appropriateness may be obtained from the Town Manager's Office or may be downloaded from the Town website, under Historic District Commission.
2. Any architect, builder, property owner or any other person with an interest in a property within the Historic District is encouraged to meet with Commission members to discuss contemplated work before the preparation of detailed plans and before the submission of an application for a Certificate of Appropriateness. Contractors are welcome to attend, to offer detailed explanations. Any such preliminary discussion is merely informational and is not binding upon the Commission.
3. Applications must be accompanied by a description of the work to be performed, scale drawings and/or photographs of the project, a plot plan of the property, as well as photographs showing existing conditions of the site. Also required is a specific list of materials to be used and manufacturers' specifications for items to be installed. The Commission may request additional information. In the case of demolition or removal, a statement of the proposed condition and appearance of property after such demolition or removal is completed is required.
4. The completed application must be returned to the Town Manager's Office. It will then be time stamped with the date as having been filed and with the Commission. The 65 day response time limit will start at the Public Hearing.
5. Completed applications will be heard at the next scheduled meeting of the Commission, provided applications are received at least fifteen (15) days in advance of that meeting. The Commission meets on the first Tuesday of the month at 7:00 p.m. at Town Hall. Applications not received within fifteen (15) days of the next scheduled meeting will be carried over to the next meeting (there is no regular meeting in August). The decision of the Commission (approval or denial) will be in writing only.
6. Please refer to Page 8, paragraph E "Public Hearings", of the Guidelines for the Public Hearing procedure. A sign stating the date, time and place of the Public Hearing will be placed in front of the Applicant's home. If the Applicant does not reside at the property, a copy of the Legal notice, usually published a week before the Public Hearing, will also be sent to the applicant stating the date, time and place of the Public Hearing. The decision of the Commission will usually take place after the Public Hearing, unless more information is requested by the Commission.



Town of South Windsor
1540 Sullivan Avenue • South Windsor, CT 06074
Telephone (860) 644-2511

To: Historic District Commission

Date: _____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Application is hereby made for issuance of a Certificate of Appropriateness under an "Ordinance Establishing an Historic District Within the Town of South Windsor", Ordinance 181, for proposed work as described below and as shown on photographs and plans or drawings (where applicable), accompanying this application.

Name of Applicant: _____

Address: _____

Phone #: _____

Name(s) of Owner(s): _____

Address of Owner(s): _____

Address of Proposed Work: _____

Agent or Contractor: _____

Address: _____

Nature and description of proposed work: (include plan, photo(s) if possible, and elevation drawing where necessary). Use reverse side hereof and/or additional pages if needed. You will be notified of a hearing date.

Proposed date of commencement of work:

Estimated completion date:

Signature of Owner _____

Signature of Owner _____

Signature of Applicant _____

FOR COMMISSION USE ONLY

Application No. _____

Approved _____

Date Received _____

Denied _____

Date _____