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.
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 ________________________________

Revised 10/15/2008