

HISTORIC DISTRICT COMMISSION  
South Windsor, CT

**Directions for Completing Historic House Plaque Application:**

Houses must be at least 75 years or older.

1. Download application form from Historic District Commission's page on the Town Website.
2. **Complete form, attaching all evidence of the date of the structure and, if applicable, name of builder or significant resident. Pictures and copies of documents are helpful.**
3. **DO NOT SEND A CHECK WITH YOUR APPLICATION!!**
4. Mail or deliver all material to the Town Manager's Office in the Town Hall, 1540 Sullivan Avenue, South Windsor, 06074.
5. You will receive an acknowledgement that the application has been received via email or phone.
6. The cost of the plaque is \$30.00 for either a 20" x 14" or 18" x 12.5" size and should be paid directly to the sign company when the plaque is completed.
7. There will be some delay between the receipt of the application while the Commission reviews the information. If any questions arise the applicant will be notified.
8. When the plaque is completed the applicant will be notified about payment and delivery.

**Helpful references:**

Phases I, II or III of the Historic Resources Inventory, can be found on the Historic District Commission's page of the Town Website. Hard copies are available at the South Windsor Public Library and Wood Memorial Library and Museum.

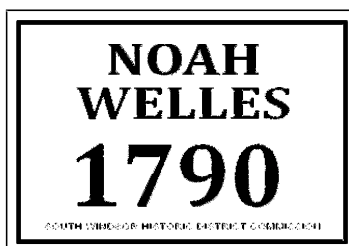
1859 Historic map of South Windsor, republished by the South Windsor Historical Society.

Burgdorf, Doris. *A Country Mile*, the South Windsor Historical Society, 1995

Stiles, Henry R.; *The History of Ancient Windsor*, New Hampshire Publishing Co., Somersworth, NH, original 1892, facsimile 1976.

Historic House Files, Wood Memorial Library Archives, 783 Main Street, South Windsor.

Sample sign



## South Windsor Historic District Commission Historic Plaque Application

Name of Applicant		
Applicant Mailing Address		
Applicant Phone Number	Applicant e-mail address	
Address of House/Structure (if different than applicant mailing address)		
Date of Construction	Circle one: certain / estimated / circa	Name to Appear on Sign
<p><b>The following supporting materials must be included with this Application:</b></p> <p>Copy of documentation and source(s) of the house/structure's age. (Structure must be at least 75 years old)</p> <p>Current exterior photographs of the house/structure, with the address and date of the photograph noted.</p> <p>Any additional information, including: Name and/or occupation of builder, copies of historic photographs, drawings, etc. and any other information on the history of the property, if available.</p>		
Applicant Signature		Date
Property Owner Signature (if other than applicant)		Date
Property Owner Address (if other than applicant)		
<p><b>Please mail the completed Application and all supporting materials to:</b></p> <p>South Windsor HDC Attn: Town Manager's Office Historic Plaque Program 1540 Sullivan Avenue South Windsor, CT 06074</p> <p style="text-align: right;">Telephone: (860) 644-2511, ext. 203</p>		<p>Plaque Size Requested circle one:</p> <p style="text-align: center;">20" x 14" or 18" x 12.5"</p>
<b>For Commission Use</b>		
Commission Recommendations and Reason		Date Application Received Received By
Date Ordered	Date Delivered	

PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURES IN BLOCK LETTERS