



THE OLD STONE HOUSE

# TOWN OF GUILFORD

HISTORIC DISTRICT COMMISSION

50 BOSTON STREET  
GUILFORD, CONNECTICUT 06437

SETTLED IN 1639

WEBSITE: [www.ci.guilford.ct.us](http://www.ci.guilford.ct.us)

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## **Guilford Historic District Commission Application / Approval Process for a Certificate of Appropriateness**

### **General**

A Certificate of Appropriateness is required before a Building Permit or a Demolition Permit may be issued. A Certificate of Appropriateness is required for any work to exterior architectural features that are open to view from a public way, street, or place. A Certificate is required regardless of whether or not a Building Permit is required.

If you do not believe the work you propose is visible from a public street, way or place, please contact the Historic District Commission. The Commission has the sole right to determine visibility.

### **Application Steps**

1. Ask the Engineering Department for an Application for a Certificate of Appropriateness.
2. Complete the Application and submit the material specified in the Application Submission Requirements Table (page 3 of this document.)
3. Submit two copies of the completed application and submission materials to the Engineering Department. Each application must be accompanied by a \$50.00 filing fee. Checks should be made payable to "Town of Guilford / HDC." FAILURE TO PROVIDE THE REQUIRED SUBMISSION MATERIALS WILL DELAY THE PROCESSING OF AN APPLICATION.
4. Application must be received by the Historic District Commission not less than 16 days prior to a Public Hearing. Regular Public Hearings are held on the third Wednesday of each month. *change*
5. Engineering Department will forward the completed application to the Historic District Commission.
6. Historic District Commission notifies the applicant / townspeople of the Public Hearing via a legal notice in a newspaper with circulation in Guilford.

7. Public Hearing is held. Any person wishing to speak for or against an application is heard. The applicant, or a representative, must attend the Public Hearing.
8. The Commission must ~~decide on an application~~ for a Certificate of Appropriateness within sixty-five days of the published legal notice. The Commission may either approve or deny the application.  
*change*
  - a) If approved, a Certificate of Appropriateness will be issued by certified mail. An approved Certificate may have stipulations attached. An approved Certificate will also list the name and telephone number of a Commission member who will act as representative (sub-committee) for the Commission during the execution of the work.
  - b) If denied, the applicant will be notified of the reasons for the denial, by certified mail. An applicant may appeal a denial within fifteen (15) days from the date of the decision.
9. The Commission will forward to the Commission sub-committee and the Zoning Enforcement Officer a copy of the Certificate of Appropriateness for action and monitoring.
10. It is the applicant's and owner's responsibility to notify the Commission before authorizing / making any changes to the approved design that forms the basis of the Certificate of Appropriateness. Failure to do so may constitute grounds for the Commission's rejection of the work, even if the work has been completed.

**GUILFORD HISTORIC DISTRICT COMMISSION - APPLICATION SUBMISSION REQUIREMENTS**

Type of Material Required Refer to footnotes below	Demolition and Removal	New Construction	Additions and Alterations	Parking Areas	Site Improvements	Signs
<b>Photographic Material</b>						
Photographs of all related buildings and context (1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Historic Photographs of the subject property (2)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>Site Plan</b>						
Vicinity Plan (3)	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
Detailed Site Plan (4)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Three Dimensional Information</b>						
Perspective Drawings (5)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Site Model (6)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>Architectural Information</b>						
Architectural Plans, Elevations and Details (7)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Specifications and "Cut Sheets" (8)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Written Materials</b>						
Demolition Statement (9)	<input checked="" type="checkbox"/>					
Other Pertinent Information (10)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1. Photographs should be taken of all facades of related buildings on the subject property. To convey the context of the proposed project, images which show nearby structures and the spatial relationship of the effected buildings to the immediate neighborhood should be included. In Town Center areas photographs should be arranged to show the entire street frontage for at least two successive properties in all pertinent directions.

2. Historic photographs of subject property may be located in the Guilford Room of the Guilford Free Library.

3. The vicinity plan should show at least two successive properties in all pertinent directions, and any related street and topographic features. The vicinity plan may be in sketch form, but shall accurately describe the general scale and relationships of nearby buildings.

4. Detailed Site Plan showing proposed new construction, including first floor elevation; any proposed site improvements such as parking areas, driveways, walkways, fences, decks, landscaping, existing topography, new topography; footprint of buildings and structures on adjacent properties; Zoning Setback lines, at minimum scale of 1"=10'-0"

5. Perspective drawings or equal three dimensional graphic illustration of proposed building / structure in context of existing adjacent buildings.

6. If specifically requested by Commission for projects with significant potential impact on adjacent areas, please include a site model showing proposed structure, adjacent structures, parking areas, grade changes at a minimum scale of 1/8"=1'-0". Alternatively computer modeling can be used to show the project within its immediate context.

7. Architectural floor plans and elevations of all new, added, and altered exterior elements at a minimum scale of 1/4"=1'-0". Elevation drawings should include all proposed facades and call out all proposed materials. Details of proposed primary architectural and site features should be detailed at a minimum scale of 1 1/2"=1'-0".

8. Specifications and manufacturer's "cut sheets" for prefabricated structures, lighting, signage, windows, doors, and paving. The information should include photographs and convey finish materials, sizes, detailing, and lamp type. Signage submissions please include a detailed drawing of all elevations of proposed signage calling out materials.

9. A written statement of the proposed condition and appearance of the subject property after demolition or removal. Such statement shall include an explanation of any practical difficulty or hardship which precludes preservation of the subject structure. The applicant must demonstrate that there is no prudent alternative to demolition or removal.

10. Copy of all applications, easements and approvals required by other agency jurisdictions.