



# 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)

TELEPHONE (203) 453-8029

FAX (203) 453-8034

THE OLD STONE HOUSE

## Application for a Certificate of Appropriateness Guilford Historic District Commission

Date \_\_\_\_\_

Property Location \_\_\_\_\_

Map Number \_\_\_\_\_

Lot Number \_\_\_\_\_

Historic District (Town Center or Whitfield Street) \_\_\_\_\_

Approximate Dates of work \_\_\_\_\_

Owner Name and Telephone Number \_\_\_\_\_

Applicant Name and Telephone Number \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Email Address (optional) \_\_\_\_\_

*If the Applicant is not the Owner of record for the property please provide a letter from the Owner authorizing this application.*

Description of Project \_\_\_\_\_

\*\*\*\*\*  
Guilford Historic District Commission has jurisdiction over all exterior architectural features open to view from a public street, way or place. If you do not believe that the proposed work is visible from the public way please contact the Historic District Commission. The Commission has the sole right to determine visibility from a public street, way or place.

A Certificate of Appropriateness is required whether or not a Building Permit is required.

Please refer to Application Submission Requirements for documentation required to support, or explain this application. Failure to provide any of the requested documentation may result in a delay in deciding this application.

Please plan to attend, or send an agent to attend, the Commission meeting in order to answer any questions about this application.

**ROUTINE MAINTENANCE**

1. Is this application for routine maintenance and involves the removal and REPLACEMENT-IN-KIND of an exterior feature which has deteriorated? Examples of this are replacement of siding or roofing material.

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Is this application for the replacement of existing mechanical equipment (propane tank, condensing units?)

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes" to either of the above, please explain

---

---

---

---

---

If "yes" please verify with the Historic District Commission that an application for a Certificate of Appropriateness IS required. If an Application IS NOT required the Commission will provide a letter stating that no application is necessary.

\*\*\*\*\*

**SIGNAGE**

*Please refer to Application Submission Requirements for documentation required to support, or explain this application.*

3. Is this application for review of new or replacement signage? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes" please explain extent of the signage and provide documentation as required in the Application Submission Requirements.

---

---

---

---

---

Please inform the Building Department that this is a Signage Application and they will direct you to a Commission reviewer

\*\*\*\*\*

FOR ALL APPLICATIONS OTHER THAN ROUTINE MAINTENANCE, AND SIGNAGE, PLEASE COMPLETE THE FOLLOWING:

GENERAL INFORMATION

4. Are there currently, or will there be in the future, any other applications to Town agencies with regard to the proposed work? Examples of other Town agencies are Inland Wetlands Commission, Planning and Zoning Commission, or the Zoning Board of Appeals.

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Is this property covered under any protective Easements or individually listed on the National Register of Historic Properties? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please explain and provide name, and contact information for Easement holder

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEMOLITION

*Please refer to Application Submission Requirements for documentation required to support, or explain this application.*

6. Does the proposed work include removal of the principal building or outbuildings?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes" please explain the reasons for the demolition.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*After Historic District Commission Review, the State Historic Preservation Office reviews all requests for demolition of principal buildings and out buildings, and can impose a 90-day delay of demolition.*

7. Does the proposed work involve the removal of any site features? Examples of site features include fences, paving, trees, pools. Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please explain

---

---

---

---

8. Does the proposed work involve the removal of any exterior features? Examples of exterior features include roof, gutters / downspouts, chimney(ies), siding, windows, doors, porch(es), stairs. Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please explain

---

---

---

---

**NEW CONSTRUCTION / RECONSTRUCTION / RESTORATION**

*Please refer to Application Submission Requirements for documentation required to support, or explain this application.*

9. Does the proposed work involve construction of any site elements (fences, paving, pools, mechanical equipment?) Yes \_\_\_\_\_ No \_\_\_\_\_

10. Does the proposed work involve construction of a new principal building or out building? Yes \_\_\_\_\_ No \_\_\_\_\_

11. Does the proposed work involve construction of an addition? Yes \_\_\_\_\_ No \_\_\_\_\_

12. Does the proposed work involve replacement of existing elements with new or non-identical elements (windows? doors? Electrical fixtures?) Yes \_\_\_\_\_ No \_\_\_\_\_

---

Applicant or Owner Signature and Date