

Town of Colchester, Connecticut
HISTORIC DISTRICT COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Application Number _____ Application Date _____

Address of Proposed Work _____

Owner _____ Telephone _____

Applicant _____ Telephone _____

Applicant's Address _____

Agent or Contractor _____ Telephone _____

General Description of Proposed Work:

List of Materials to be Used:

List of Attached Exhibits:

It is recommended that the applicant review the information contained in the Colchester Historic District Commission Handbook prior to filing an application to review necessary regulations and guidelines. The applicant should submit plans, photographs, drawings or other such exhibits to aid the Commission in its evaluation of the application.

Signature of Applicant

This is to certify that Application Number _____ dated _____ and supporting exhibits thereto for premises located at _____ were received and were available for public inspection prior to the Public Hearing to be held on _____.

Date _____

Signed _____
Clerk, Town of Colchester



FOR HISTORIC DISTRICT COMMISSION ONLY

Date of Legal Notice: _____

Date of Public Hearing: _____

_____ Application approved as submitted

_____ Application approved as modified below

_____ Application rejected

_____ Certificate of Appropriateness not required

Comments:

Expiration Date of Certificate _____

Date _____

Signed _____
Chairman, Historic District Commission

COLCHESTER HISTORIC DISTRICT COMMISSION

APPLICATION REQUIREMENTS & SUPPORTING MATERIALS

Completed application form.

Plans drawn to scale depicting proposed activity.

Elevations drawn to scale depicting proposed activity in relation to existing conditions.

Sketches with dimensions.

Materials List, indicating size, number, color, texture, material, etc.

Photographs of existing conditions and of other sites similar to proposed activity.

Site Plan drawn to scale depicting proposed activity in relation to existing conditions.

Written statement of proposal, giving reasons for options used, materials selected, etc.

Other information, approvals from other Boards, Commissions, etc.

	Demolition	New Construction	Re-siding	Additions & Alterations	Site Improvements, Signs, Parking Doors, Windows, Shutters	Architectural Ornamentation
Completed application form.	●	●	●	●	●	●
Plans drawn to scale depicting proposed activity.	●	●		●	●	
Elevations drawn to scale depicting proposed activity in relation to existing conditions.		●		●	●	●
Sketches with dimensions.	●	●	●	●	●	●
Materials List, indicating size, number, color, texture, material, etc.		●	●	●	●	●
Photographs of existing conditions and of other sites similar to proposed activity.	●	●	●	●	●	●
Site Plan drawn to scale depicting proposed activity in relation to existing conditions.		●		●	●	
Written statement of proposal, giving reasons for options used, materials selected, etc.	●	●	●	●	●	●
Other information, approvals from other Boards, Commissions, etc.	●	●		●	●	

NOTICE

No building permit or zoning permit shall be issued, and no building or structure shall be erected, altered, demolished, or removed within the Colchester Historic District until a Certificate of Appropriateness has been approved by the Commission (unless as exempted below).

A Certificate of Appropriateness shall be required for the following:

- Re-siding.
- Building additions, including rooms, roofed porches, dormers, skylights, chimneys and outbuildings.
- Site improvements such as fences, walls, walks, steps, driveways, parking areas, satellite dishes, TV antennas, solar panels, permanent signs, pools, patios, decks, outbuildings, and outdoor lighting fixtures.
- Replacement, addition or modification of windows, doors, storm windows or doors, and shutters.
- The addition, removal or replacement of any architectural detail or ornament.

Exemptions: A Certificate of Appropriateness is not needed for the following activities:

- Any activity not visible from a public street, way or place.
- Routine maintenance not involving a change in materials, design or texture.
- Re-roofing with same materials presently visible.
- Painting and paint color.
- Interior alterations.

Upon review of the Application, the Commission may decide that a Certificate of Appropriateness is not required if, in the opinion of the Commission, the work will have an insignificant impact upon the District.