



# Woodbury Historic District Commission Certificate of Appropriateness

**Fee: \$50.00**

*Fee includes the cost of publishing the legal notices for the public hearing, required by state statutes.*

**Important:**

This application must be printed or typed, each applicable section completed, and all required exhibits attached. An incomplete application cannot be considered by the Commission. We advise that you be present when your application is heard by the Commission to avoid any delay caused by insufficient information. **All sections on this application require a public hearing.** If you have any questions concerning the completion of this application, please call the Land Use office at 203-263-3467.

Date: \_\_\_\_\_ Owner/Tenant\* \_\_\_\_\_

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

Name, Address, Phone Number & E-Mail (Where All Correspondence May Be Sent From Land Use Office)

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

Type of Work to be Done:	See Section:
Sign	1
Parking/Driveway/Paving	3
Demolition	6
Remodeling	7
New Construction	11
Other	13

Type of structure: Outbuilding  Dwelling  Other

Date work is to start  Date of work to be completed

Signs must be erected within six months of approval; all other work must be completed within one year of approval.)

***\*If applicant is not the owner of the premises, written permission from the owner for the requested work must be attached to this application.***

Signature of Applicant \_\_\_\_\_

File # _____	Map _____	Lot _____
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**Section 1 Signage:**

One-sided \_\_\_\_\_ Two-sided \_\_\_\_\_  
Lettering: Style \_\_\_\_\_ painted \_\_\_\_\_ raised \_\_\_\_\_  
Post: Height \_\_\_\_\_ Width \_\_\_\_\_ Style \_\_\_\_\_  
Material: Wood \_\_\_\_\_ Metal \_\_\_\_\_ Other \_\_\_\_\_  
Bracket: Size \_\_\_\_\_ Material: \_\_\_\_\_ wood \_\_\_\_\_ metal \_\_\_\_\_ other \_\_\_\_\_  
Method and material for securing sign: \_\_\_\_\_

Must be accompanied by the following exhibits:

- a) Photo showing present appearance of property and proposed location of sign.
- b) Scaled plot plan depicting exact location of sign.
- c) Drawing showing exact lettering (type and size) shape, overall size and method and materials to secure sign in place; i.e., post, brackets, secured to structure, etc., one-sided, or two-sided.

If a light is part of the sign, complete Section 2, for a fence, see Section 5.

**Section 2 Light Fixture:**

Type of Light: Lantern \_\_\_\_\_ Ground \_\_\_\_\_ Shielded \_\_\_\_\_ Other \_\_\_\_\_  
Watts: \_\_\_\_\_ Height: \_\_\_\_\_  
Method of securing: \_\_\_\_\_  
Distance between fixtures: \_\_\_\_\_

**Section 3 Parking/Driveway/Paving:**

Parking: Numbers of existing spaces: Additional: \_\_\_\_\_ Total: \_\_\_\_\_  
Parking Area Material \_\_\_\_\_  
Driveway Area Material \_\_\_\_\_  
Visibility \_\_\_\_\_  
Distance from adjacent buildings: On property \_\_\_\_\_  
Neighbors \_\_\_\_\_

Must be accompanied by the following exhibits:

- a) Photo showing present appearance of each elevation of property to be affected.
- b) Scaled plot plan showing the exact location and size of the proposed driveway or parking area and landscaping proposal to screen area from the public view.

If stone walls are used, complete Section 4, for light fixtures, complete Section 2, for landscaping and screening, refer to Section 12.

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

**Section 4 Stonewalls:**

Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_  
Size of stones: \_\_\_\_\_ Type of stones: \_\_\_\_\_

**Section 5 Fences:**

Height: \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_  
Spacing of rails or slats: \_\_\_\_\_  
Post detail: \_\_\_\_\_ painted: \_\_\_\_\_  
Type of proposed fence: Stockade \_\_\_\_\_ post-rail \_\_\_\_\_ picket \_\_\_\_\_ other \_\_\_\_\_

**Section 6 Demolition:**

*Connecticut Statute 7-147j (b) requires a ninety-day delay in the issuance of a permit for the demolition of any structure to allow the Commission or the Connecticut Historic Commission to seek a buyer to save the structure.*

Brief description of work to be done, stating reason for demolition and work to be performed to restore area of demolition to a safe and acceptable condition:

Must be accompanied by the following exhibits:

- a) Photo showing present appearance of each elevation of property to be affected.
- b) Scaled plot plan showing existing structures and denoting structures or parts thereof to be demolished.

Complete Section 3 if applicable. Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Section 7 Remodeling:**

Brief description of work to be done including all materials to be used:

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Siding \_\_\_\_\_ Roofing material \_\_\_\_\_

Must be accompanied by the following exhibits:

- a) Photo showing present appearance of each elevation of property to be affected.
- b) Scaled plot plan showing existing structures and denoting structures or parts thereof to be demolished.
- c) Scaled elevation depicting finished appearance of all affected elevations of structure.

Complete all applicable sections. (i.e., Section 2 for windows, Section 9 for doors, Section 10 for roofing, Section 12 for landscaping, etc.)

**Section 8 Windows:**

Height \_\_\_\_\_ Width \_\_\_\_\_ Number of windows \_\_\_\_\_

Exterior trim: \_\_\_\_\_

Grill features: \_\_\_\_\_

Material: Wood \_\_\_\_\_ Other \_\_\_\_\_

**Section 9 Doors:**

Material: \_\_\_\_\_

Height: \_\_\_\_\_ (inches or feet) Width: \_\_\_\_\_

Exterior trim: \_\_\_\_\_

Hardware components (hinges, latches): \_\_\_\_\_

Steps: Material: \_\_\_\_\_ Railings: \_\_\_\_\_

If light fixtures are to be used, complete Section 2. Yes \_\_\_\_\_ No \_\_\_\_\_

**Section 10 Roof:**

Material \_\_\_\_\_  
Color \_\_\_\_\_ Other \_\_\_\_\_

**Section 11 New Construction:**

Foundation Material: \_\_\_\_\_  
Material for steps: \_\_\_\_\_  
Size of proposed building: Length \_\_\_\_\_ Width \_\_\_\_\_  
Exterior Siding Material: Wood \_\_\_\_\_ Other \_\_\_\_\_  
Exterior Trim: \_\_\_\_\_

Must be accompanied by the following exhibits:

- a) Photo showing present appearance of property.
- b) Scaled plot plan detailing existing structures and/or new structure.
- c) Scaled elevation depicting finished appearance of structure.

Where applicable, complete Section 2 through 10 and Section 12.

**Section 12 Landscaping:**

- A. Residential – Landscaping directly adjacent to the structure is necessary if new construction or remodeling, exposed foundations require screening. List planting below in (c).
- B. Commercial – Parking areas require screening from the street and adjoining properties. A mix of trees and shrubbery shall be used. List type and number of each specific plantings in (c).
- C. Plantings – \_\_\_\_\_

**Section 13 Other:**

Other: \_\_\_\_\_

Must be accompanied by the following exhibits:

- a) Photo showing present appearance of the property.
- b) Scaled plot plan showing any existing structures and any proposed additions or demolition of same. Attach drawing/plan.**
- c) \_\_\_\_\_

Brief Description of Work to be Done Detailing All Materials to Be Used:

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