

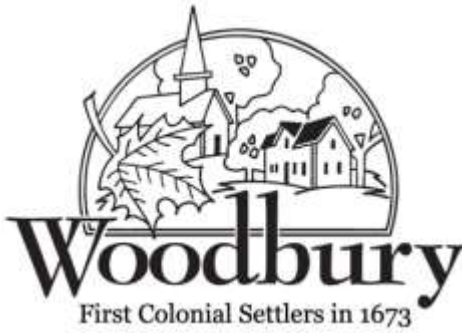


TOWN OF WOODBURY

281 Main Street South  
Woodbury, CT 06798

Land Use Office: (203) 263-3467

# HISTORIC DISTRICT COMMISSION APPLICATION FOR CERTIFICATE OF APPROPRIATENESS



**Fee: \$50.00**

*Includes the cost of  
publishing the legal notices  
for the public hearing  
required by state statutes*

Application:

Address:

Address of Property: \_\_\_\_\_ Date: \_\_\_\_\_

Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Zone: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_



**HISTORIC DISTRICT COMMISSION  
APPLICATION FOR  
CERTIFICATE OF APPROPRIATENESS**

Please Note the Following:

- 1) **All applications must be accompanied by exhibits such as photos, scaled plot plans showing location of proposed work, drawings &/or architectural plans.**
- 2) All applicants are encouraged to review the HDC Regulations at [www.woodburyct.org](http://www.woodburyct.org).
- 3) Applicants applying for repairs should review the HDC Regulations section 7.2.1 prior to filing an application.
- 4) Questions can be directed to the Land Use Office, but the Office is not permitted to give legal advice.
- 5) A filed application will be scheduled to be accepted or rejected at the next regular meeting. Incomplete applications may be rejected. Applications that are accepted will be scheduled for a public hearing, notice will be published in the newspaper & the public will be given the opportunity to come speak in favor or against an application.
- 6) Please provide nine (9) copies of all materials when you submit your application.
- 7) Please submit applications no less than one (1) prior to a meeting.

<b>PROPERTY ADDRESS:</b>	<b>MAP &amp; LOT:</b> /
<b>YEAR BUILT:</b>	
<b>DESCRIPTION OF WORK TO BE DONE:</b>	
<b>TYPE OF STRUCTURE:</b> (Circle One) <b>OUTBUILDING</b> <b>DWELLING</b> <b>OTHER</b>	
<b>IS THIS A REQUEST FOR AN EXEMPTION*:</b> Yes / No (circle one) <b>SECTION #*:</b>	
<i>*See last page for exemption standards. Please indicate the section number that qualifies for the exemption and include documentation to support this request (i.e., letter from Building Official).</i>	

CONTACT INFORMATION

(Where all information from the Land Use Office may be sent)

<b>Applicant's Name:</b>	
Address:	
Phone:	E-Mail:
<i>(*Complete below information if different from Applicant)</i>	
<b>*Owner's Name:</b>	
Address:	
Phone:	E-Mail:

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

Date: \_\_\_\_\_

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

File #: \_\_\_\_\_

**Fee: \$50.00**  
Includes the cost of publishing the legal notices for the public hearing required by state

TYPE OF WORK TO BE DONE	SEE SECTION
Signage	1
Lighting	2
Parking/Driveway/Paving	3
Stonewalls	4
Fences	5
Demolition	6
Remodeling	7
Window(s)	8
Door(s)	9
Roof	10
New Construction	11
Other	12

### Section 1 SIGNAGE:

**Must be accompanied by the following exhibits:**

- Photo showing present appearance of property and proposed location of sign.
- Scaled plot plan depicting exact location of sign.
- 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.

Size (sq.ft.): \_\_\_\_\_ 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: \_\_\_\_\_

*If lighting is part of the sign, complete Section 2, for a fence, see Section 5*

### Section 2 LIGHT FIXTURES:

**Must be accompanied by the following exhibits:**

- Photo showing present appearance of property and proposed location of light fixture(s)
- Scaled plot plan depicting exact location of light fixture(s)
- Any drawings showing the proposed fixture(s)

Type of Light: Lantern \_\_\_\_\_ Ground \_\_\_\_\_ Shielded \_\_\_\_\_ Other \_\_\_\_\_

Lumens\*: \_\_\_\_\_ Height: \_\_\_\_\_

Method of Securing: \_\_\_\_\_

Distance between fixtures: \_\_\_\_\_

*\*Applicants should come prepared to discuss the equivalent for LED conversions (the Commission has a chart for conversion)*





**Section 8 WINDOWS:****Must be accompanied by the following exhibits:**

- a) Photo showing present appearance of property and proposed location of window(s)
- b) Scaled plot plan depicting exact location of window(s)
- c) Any drawings/details showing the proposed window(s)

**Description of PROPOSED window(s)**

Height \_\_\_\_\_ Width \_\_\_\_\_ Number of windows \_\_\_\_\_  
 Exterior trim: \_\_\_\_\_  
 Grill features: \_\_\_\_\_  
 Material: Wood \_\_\_\_\_ Other \_\_\_\_\_

**Description of EXISTING window(s):**

Height \_\_\_\_\_ Width \_\_\_\_\_ Number of windows \_\_\_\_\_  
 Exterior trim: \_\_\_\_\_  
 Grill features: \_\_\_\_\_  
 Material: Wood \_\_\_\_\_ Other \_\_\_\_\_

**Section 9 DOORS****Must be accompanied by the following exhibits:**

- a) Photo showing present appearance of property and proposed location of door(s)
- b) Scaled plot plan depicting exact location of door(s)
- c) Any drawings/details showing the proposed door(s)

**Description of PROPOSED Door(s):**

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 \_\_\_\_\_

**Description of EXISTING Door(s) Detail:**

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**

**Must be accompanied by the following exhibits:**

- a) Photo showing present appearance of roof
- b) Any drawings/pictures to illustrate new proposed roof appearance

**Description of PROPOSED Roof:**

Material \_\_\_\_\_

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

**Description of EXISTING Roof:**

Material \_\_\_\_\_

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

**Section 11 NEW CONSTRUCTION:**

**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
- d) Drawings or architectural plans (as would be presented to the Building Official)

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

Material for steps: \_\_\_\_\_

Size of proposed building: Length \_\_\_\_\_ Width \_\_\_\_\_

Exterior Siding Material: Wood \_\_\_\_\_ Other \_\_\_\_\_

Exterior Trim: \_\_\_\_\_

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





## Exemption Standards

*(From the Woodbury Historic District Commission Regulations)*

**7.2 Exemptions:** Certain activities that are undertaken in the historic districts are declared to be of such a nature that they are exempt from these Regulations. Specific activities considered exempt, upon submittal of documentation satisfactory to the Commission or its Enforcement Officer, are:

- 7.2.1** Ordinary maintenance or repair of any exterior architectural feature in the districts which does not involve a change in the appearance or design thereof;
- 7.2.2** The erection or alteration of any feature which the Building Inspector, or similar agent, certifies is required by public safety because of a condition that is either unsafe or dangerous due to deterioration of the feature; and
- 7.2.3** Any property owned by a nonprofit institution of higher education, for so long as a nonprofit institution of higher education owns such a property, is exempt from these Regulations.
- 7.2.4** Minor Changes: The Commission may find that a proposed change in a structure or sign is minor or insignificant and will not impair the historic, architectural, or other character of the Historic Districts, and that such change shall be exempt from the requirement to obtain a Certificate of Appropriateness pursuant to Section 5.1 of these Regulations.

### **SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION, 1995**

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## **WOOD WINDOW RESTORATION CONTRACTORS**

*Disclaimer: The following list is provided as informational only. Neither the Historic District Commission nor the Town of Woodbury or its employees endorse, represent, or guarantee those listed, or as to their performance and completeness of services and/or products.*

<p><b>BI-Glass of CT</b> - Division of Window Restorations of Connecticut, LLC          Andrew Meehan          41 Maselli Road          Newington, Connecticut 06111          New England, New York, New Jersey  <a href="http://www.ct-bi-glass.com">www.ct-bi-glass.com</a>          860-209-4793</p>	<p><b>Innerglass Window Systems, LLC</b>          Kimber Degling          15 Herman Drive          Simsbury, Connecticut 06070          All 50 states and Canada  <a href="http://www.stormwindows.com">www.stormwindows.com</a>          860-651-3951</p>
<p><b>Connecticut Landmarks</b>          D. Shawn Beckwith          59 South Prospect Street          Hartford, Connecticut 06106  <a href="http://www.ctlandmarks.org">www.ctlandmarks.org</a>          860-247-8996 x21</p>	<p><b>Kronenberger and Sons</b>          Lawrence Stewart          175 Industrial Park Road          Middletown, Connecticut 06457          CT, RI, NY, MA, ME, and Greater New England  <a href="http://www.kronenbergersons.com">www.kronenbergersons.com</a>          860-508-0954</p>
<p><b>Cooper Historical Windows</b>          Brian Cooper          75 Frontage Road          North Stonington, Connecticut 06359          Nationwide  <a href="http://www.thecoopergroupct.com">www.thecoopergroupct.com</a>          860-599-2481</p>	<p><b>OHD Historic Restoration and Repair of Southeastern Connecticut</b>          James King          170 Miller Road          Preston, Connecticut 06365          Southeastern CT, have putty knife, will travel in CT  <a href="http://www.ohdhistoricrestoration.blogspot.com">www.ohdhistoricrestoration.blogspot.com</a>          860-710-5055</p>
<p><b>CrateCrafts Fine Woodworking</b>          David Peckar          1691 Thomaston Avenue, 4th Floor          Waterbury, Connecticut 06704          In-Shop Services Only - Pickup and Delivery          Services to CT, MA, RI, Southern NY, and Northern NJ  <a href="http://www.CrateCrafts.com">www.CrateCrafts.com</a>          475-235-4841</p>	<p><b>Stephen C. Marshall LLC</b>          DBA WoodWindowRestorationCT          Steve Marshall          PO Box 914          Coventry, Connecticut 06238  <a href="http://www.woodwindowrestorationct.com">www.woodwindowrestorationct.com</a></p>