



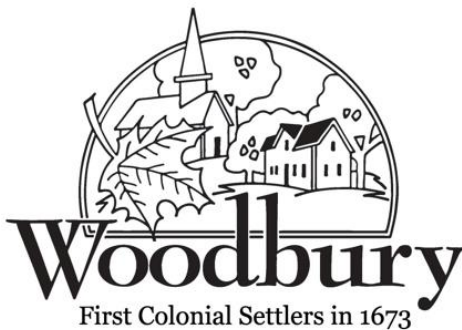
TOWN OF WOODBURY

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:

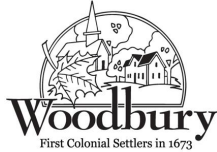
Address:

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.
- 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 ten (10) copies of all materials when you submit your application, copying only applicable pages.
- 7) Please submit applications no less than one (1) week prior to a meeting.

PROPERTY ADDRESS:	MAP & LOT: /
YEAR BUILT:	
DESCRIPTION OF WORK TO BE DONE:	
TYPE OF STRUCTURE: (Circle One) OUTBUILDING DWELLING OTHER	
IS THIS A REQUEST FOR AN EXEMPTION*: Yes / No (circle one) SECTION #*:	
<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)

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

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

Numbers of Existing Parking Spaces: _____ Additional: _____ Total: _____

Parking Area Material _____

Driveway Area Material _____

Distance from Adjacent Buildings: On Property _____
Neighbors _____

If stone walls or lighting is also included, please complete the appropriate sections (Section 4 for stone walls, Section 2 for lighting)

Section 4 STONE WALLS:

Must be accompanied by the following exhibits:

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

Height: _____ Width: _____ Length: _____

Size of Stones: _____ Type of stones: _____

Section 5 FENCES:

Must be accompanied by the following exhibits:

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

Height: _____ Width: _____ Length: _____

Spacing of Rails or Slats: _____

Post Detail: _____ Painted: _____

Type of Proposed Fence: Stockade _____ Post-Rail _____ Picket _____ Other _____

Section 6 DEMOLITION:

Demolition of a structure requires a Certificate of Appropriateness.

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) A 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
- d) Complete Section 3 if Parking/Driveway/Paving is also affected

**Sec. 7-147j. Exempted acts. Delay of demolition. (b) If a building in an historic district is to be demolished, no demolition shall occur for ninety days from issuance of a demolition permit if during such time the historic district commission or the Department of Economic and Community Development is attempting to find a purchaser who will retain or remove such building or who will present some other reasonable alternative to demolition. During such ninety-day period the municipality may abate all real property taxes. At the conclusion of such ninety-day period, the demolition permit shall become effective and the demolition may occur. Nothing in this section shall be construed to mandate that the owner of such property sell such property or building.*

Section 7 REMODELING:

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, etc.)

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

Siding _____

Roofing material _____

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