



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.

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 #*:	
*See Page 8 which details exemptions. Please indicate the section number that qualifies for the exemption and include documentation to support this request (i.e. letter from Building Official).	

CONTACT INFORMATION

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

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

Signature of Applicant:

**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 Statutes

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:

- 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.

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:

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

Type of Light: Lantern _____ Ground _____ Shielded _____ Other _____

Lumens*: _____ Height: _____

Method of Securing: _____

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 Section 2 through 10 and Section 12.

Section 12 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
- c) Drawing/plan

Other: _____

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

**Please Note the Following
with Regards to Exemptions:**

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.