



The Town of Berlin
Historic District Commission
 Town Hall, Berlin, Connecticut 06037

**Certificate of Appropriateness
 Application**

Application is hereby made for the issuance of a Certificate of Appropriateness for proposed changes to the property at the following:

Address of proposed work: _____

Applicant: _____ Phone Number: _____

Applicant Address: _____

Owner of Record: _____ Phone Number: _____

Owner Address: _____

Contractor: _____ Phone Number: _____

Work Start Date: _____ Work Completion Date: _____

Work Proposed for: Dwelling Garage Other Structure Accessory

If other, describe: _____

Provide a full description of proposed work. Include all appropriate architectural drawings, plot plans, site plans, elevations, photographs, and material specifications as required under Section 5.1 through 5.1.2.4 inclusive of the Berlin Historic District Commission Regulations (*Refer to Page 3 of this form for a copy of Section 5.1*)

No building or structure shall be erected, renovated, demolished, or removed within the District until an application for a Certificate of Appropriateness has been submitted to, and approved by, the Commission. Certificate of Appropriateness is required regardless of whether or not a building permit is required.

Instructions for Submittal:

Applications and supporting materials must be submitted to the Building Department, Berlin Town Hall, at least 14 days before the next regularly scheduled meeting of the Commission in order to be scheduled for public hearing. Regularly scheduled meetings are held the first Monday of every month.

Applications must contain the necessary supporting materials to be accepted for a public hearing. The Commission reserves the right to withhold acceptance of the Certificate of Appropriateness Application until all the appropriate materials are included. Section 5.1 of the Berlin Historic District Commission Regulations describes the materials required for a Certificate of Appropriateness Application. (See Page 3 of this form.)

Applications submitted later than 14 days before the next regularly scheduled meeting may be discussed at the discretion of the chairman, however, no decisions can be made until after the public hearing.

Application is hereby made for the issuance of a Certificate of Appropriateness under the Historic District Ordinance of Berlin, Connecticut, enacted pursuant to the enabling authority contained in Chapter 97, Section 7-147d, as amended, of the General Statutes of Connecticut, for proposed work as described above (and, where applicable, as shown on accompanying plans, drawings, photographs, or other supplementary material.)

Berlin Historic District Commission Regulations

The following excerpt is taken from the Regulations to provide guidance for supplying the necessary supporting documentation for a Certificate of Appropriateness Application:

5.1 APPLICATIONS

5.1.1 GENERAL - Applications for a Certificate of Appropriateness may be obtained from the Building/Planning Office at the Town Hall.

Applications should be accompanied by scaled drawings, showing the nature of the work to be performed as well as a list of materials to be used. With respect to signs, the application should state the size, material, and proposed location(s). The Commission shall take action on each application within 30 days of receipt. The date of receipt shall be the next regularly scheduled meeting of the Commission provided that meeting is at least 14 days from the date of submission. Applications and supporting materials shall be submitted in duplicate.

5.1.2 PROCESSING

5.1.2.1 Completed applications shall be returned to the Building Inspector's Office.

5.1.2.2 Completed applications shall be heard at the next scheduled meeting of the Commission, provided applications are submitted at least 14 days in advance of that meeting.

5.1.2.3 Notification shall be sent to each applicant stating the date, time, and place of the public hearing at which his/her application will be heard.

5.1.2.4 Applications for rehabilitation, new additions, and accessory structures **shall include the following materials:**

5.1.2.4.1 Precise written statement describing proposed changes or design for the Commission's application form.

5.1.2.4.2 Written specifications, with measurements.

5.1.2.4.3 Photographs of building or lot.

5.1.2.4.4 Plot plan, if necessary, for additions. (And, new buildings or structures)

5.1.2.4.5 Rehabilitation or restoration applications should include historical photographs and statement of physical or documentary evidence for proposed changes and a description of existing materials and their condition, particularly if replacement is proposed.

5.1.2.4.6 The Commission may require or suggest material samples or color samples for either rehabilitation or new construction.