

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

For HDC Use Only: Application Number: _____ Date Received: _____

Address of Proposed Work: _____

Applicant or Authorized Representative (Name): _____

Owner (if not the applicant): _____

Phone: _____ Email: _____

Address (if different from above): _____

Nature of Proposed Work (check all that apply):

- ___ New Construction
___ Addition
___ Alteration/Replacement
___ Demolition/Removal

Type of Structure:

- ___ Residential Building
___ Non-Residential Building
___ Accessory Structure
___ Other: _____

Type of Proposed Work (check all that apply):

- ___ Roofing ___ Fixtures
___ Masonry ___ Chimney
___ Signage ___ Skylights
___ Windows ___ Other: _____
___ Perimeter

Nature and Description of Proposed Work. Please attach additional pages if needed.

Applicant Signature _____ Date: _____

FOR HDC USE IN CONNECTION WITH STATE STATUTE G.S. 7-147 a-y

COA #: _____ Meeting Date: _____

[] Certificate of Appropriateness APPROVED. List any conditions or modifications:

[] Certificate of Appropriateness DENIED. List reasons for denial:

HDC Signature: _____ Date: _____

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CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS & CHECKLIST

If a property is in one of the designated Local Historic Districts in Norwich (Norwichtown and Little Plain Local Historic District), a Certificate of Appropriateness is required for changes to exterior architectural features, additions, demolitions, or new construction that are visible from the public right of way. The review is for all buildings in the districts regardless of their age.

- A full list of regulated activities can be reviewed in the Historic District Commission's Guidelines, which is available on the Commission's website at: <https://www.norwichct.org/DocumentCenter/View/8092/Design-Guidelines>.
- To verify if your property is within a Local Historic District, please visit the following website sponsored by Preservation Connecticut: <https://lhdct.org/maps/city/Norwich>.

The application must be printed or typed and submitted online in PDF format. Each application must be accompanied by:

- Completed application form (page 1).
- Narrative describing project including details of changes to and materials used for project.
- If applicable, sets of construction plans to scale including all elevations and height, which also indicate size and location of all existing buildings and structures and size and location of all proposed building or additions and structures. If an addition is being proposed, existing and proposed building plans must be submitted.
- If there is any demolition to take place, the extent of the demolition must be defined in the application and on the elevations and stated in the presentation to the Commission.
- Copies of product literature with photographs or drawings of any proposed building element or component.
- Photos of existing elevations where work is proposed.
- Photos of adjacent street frontage for a minimum of two properties in each direction.
- Historic photos if available.
- Owners written authorization when application is presented by a contractor.

Please note that if the Commission does not receive all the appropriate information, your application may be tabled or denied until additional information from the applicant is available. Once all the above required application materials have been compiled, the application can then be formally submitted via email at HDC@cityofnorwich.org.

The deadline to submit COA applications is **5:00pm on the second Tuesday of the month**. All applications received after the deadline will go on the following month's agenda. Historic District Commission meetings are held on the third Wednesday of each month at 5:30 pm in Norwich City Hall and on Zoom. Please make every effort to attend the Historic District Commission meeting as Commission members may have questions regarding your application during the Public Hearing.

If a COA is granted, a copy with the HDC Chair's signature will be sent to the applicant and the Planning and Zoning and Building Department. The COA will expire **one year** from the date it is issued and is non-transferable.