

**OLD LYME HISTORIC DISTRICT COMMISSION**

**Application for a**

**CERTIFICATE OF APPROPRIATENESS**

**INSTRUCTIONS:** Type or print all information. Make application fees payable to the **Town of Old Lyme**. As noted on page 2, include a site plan, scale drawings, photos, samples of materials, and a detailed description of the proposed work.

**NOTE:** If you are planning a major project or change to your property, we strongly urge you to attend a Historic District Commission meeting before filing this application. For all projects, please leave enough time for any discussions and a Certificate of Appropriateness (CofA) hearing before you order material or begin work; the HDC meets monthly except in August. Please also leave enough time to obtain required approvals for your project from other town or regional boards, departments, or commissions. The HDC must approve a CofA application before you seek approvals from the Zoning Commission, the Building Department, the Tree Commission, or other town or regional boards, departments, or commissions.

<b>FORM A</b>	For signs, fences, walls, hedges, walkways, lighting, HVAC units, propane tanks, exterior architectural features (shutters, e.g.), etc.	<b>\$25.00 fee</b>	<input type="checkbox"/>
<b>FORM B</b>	For building additions, outbuildings, swimming pools, driveways, parking lots, etc.	<b>\$50.00 fee</b>	<input type="checkbox"/>

1. OWNER(S): \_\_\_\_\_ PHONE NO: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

2. PROPERTY AS SHOWN ON ASSESSOR'S MAP:  
Street & No. \_\_\_\_\_ Map No. \_\_\_\_\_ Plot No. \_\_\_\_\_

3. TYPE OF CONSTRUCTION:  Dwelling  Outbuilding  Sign  Other (includes fencing, exterior lighting, drive, parking area, HVAC unit, etc.)

4. NATURE OF WORK TO BE DONE:  New  Renovation

5. NAME, ADDRESS & PHONE NO. OF CONTRACTOR and/or ARCHITECT \_\_\_\_\_

6. DESCRIPTION OF WORK TO BE DONE: Describe on page 2.

7. ATTACHED ARE:  Site plan  Scale drawings & elevations  Photos  Samples of materials

8. ESTIMATED START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

9. ATTACH NAMES & MAILING ADDRESSES OF ABUTTING & OPPOSITE PROPERTY OWNERS ON A SEPARATE SHEET. Available from the Assessor's Office in Town Hall.

10. SIGNATURE(S) OF ALL OWNER(S): \_\_\_\_\_ DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

# **CERTIFICATE OF APPROPRIATENESS APPLICATION**

## **PG 2**

**INSTRUCTIONS:** Type or print all information. Attach a site plan (required for buildings or building additions), scale drawings (required for buildings or building additions), photos, samples of materials, and a detailed description of the proposed work.

**PROPERTY ADDRESS:** \_\_\_\_\_

**DETAILED DESCRIPTION OF WORK TO BE DONE:** Attach separate sheet(s) if needed. Include measurements (height, width, and depth), distances from buildings and street, specific materials to be used, manufacturer, etc.:

*To be completed by the Historic District Commission*

The Old Lyme Historic District Commission on \_\_\_\_\_ (date) rendered the following decision:

Approved  Disapproved  Approved subject to the stipulations stated below:

This approval is good for \_\_\_\_\_ and expires \_\_\_\_\_. Contact the HDC if an extension is needed.

**NO substitutions or changes are allowed once the work has been approved; if substitutions or changes are desired, a new, updated application is required.**

**Signature of Chair or Co-Chair of the Historic District Commission:** \_\_\_\_\_