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side

New Haven Historic District Commission

Application For CERTIFICATE OF APPROPRIATENESS

Item I **ADDRESS OF PROPERTY**

Property Address as it appears on the deed

Item II **NAME OF OWNER**

ADDRESS

TEL

EMAIL

If the owner is the applicant, fill in this box only. If applicant is the architect, contractor or other agent of the owner, please so indicate, and complete the box below.

NAME OF APPLICANT *if different from owner*

ADDRESS

TEL

EMAIL

ARCHITECT CONTRACTOR OTHER (explain)

SIGNATURE OF APPLICANT

Item III **Reason for and DESCRIPTION of Proposed Work**
(include type of materials to be used)

Please be as specific as possible in describing proposed work using additional sheets/ supporting documents as necessary. The description must be supported with ITEMS noted under section V. of the application.

To be completed by the city:

File No.	Historic District
Zone	CAM FHZ
Date of filing	Hearing
Decision	

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New Haven Historic District Commission

Application For CERTIFICATE OF APPROPRIATENESS

Item IV If applying for removal or demolition of building, please reasons and describe the proposed condition and appearance of the property thereafter:

A detailed description of the reasons for removal or demolition of the structure, Should be given

Item V **Materials to be filed with application:**

- Location map
- Photographs of the buildings from all sides
- Photograph or sketch of the portion of the building affected
- Drawing of work to be done with listing of materials to be used and Site plans showing existing and proposed construction, parking areas and fences.

Descriptive materials such as photos and drawings are necessary to illustrate the work and to help the commissioners evaluate the proposed changes.

A request for approval of a window replacement, for example, should be accompanied by measurements of the existing window, a picture of the existing window, and a picture or catalog sheet with manufacturer information for the new window. Similar information should be supplied for each element of the proposed work along with general drawings and/or photographs as appropriate.

In instance where removal or demolition of a structure or a portion of a structure is proposed, photographs should be submitted showing general views of the structure as well as any details that may be relevant. Plans or drawings illustrating the appearance of the property of site following the proposed action will also be useful.

Please consult city staff if you have any questions regarding the information that should be included in your application. Please see Information for Applicants here: <https://historicdistrictcommission-newhavenct.hub.arcgis.com/pages/information-for-applicants>

A plot plan, which might be useful as a site plan base, may be obtained from the city's property viewer: <https://newhavenct.maps.arcgis.com/apps/webappviewer/index.html?id=2f77b515de8d4ecc851769236bc4fb5b>

Item VI. Complete application fee (\$110.00) to be filed with the City Plan Department (165 Church Street, 5th floor, New Haven, CT 06510) at least three weeks prior to scheduled monthly meeting.

- Fee is by check payable to: Treasurer, City of New Haven

The closing time for filing an application is according to the Historic District. The schedule is posted on the City website

The Commission has up to 65 days from the filing of a complete application to render a decision

Item VII. State of Connecticut, County of New Haven

Personally appeared

Authorized Agent for _____ Owner,
Who made oath that the statements herein were true and correct before me.

New Haven

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The application must be notarized in advance of filing.

Notary Public