

TOWN OF SALISBURY, CONNECTICUT HISTORIC DISTRICT
COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Application is hereby made for the issuance of a Certificate of Appropriateness (COA) under an "Ordinance Establishing Historic Districts within the Town of Salisbury," duly adopted on February 9, 1970 and enacted pursuant to the enabling authority contained in Sections 7-147(a) through 7-147(k) of the General Statutes of Connecticut for the proposed work described below and as shown on the photographs, plans, or drawings (where applicable or appropriate), accompanying this application.

Applications can be submitted at any time. Applications received no later than 4pm on Monday (Closing Day) nine days before the next scheduled monthly meeting will be included on the regular meeting agenda. Applications that are received after the Closing Day will be included in the next regular meeting agenda of the Salisbury Historic District Commission (SHDC).

There is a 65-day period to complete the COA process. The day the application is submitted is the start of the 65-day period. It added to the regular meeting agenda which is determined by the date it was submitted. At the regular meeting it is decided what type of project it is. When the type is "Accepted" we vote to accept the complete application (COA). We also schedule a Public Hearing at the next regularly scheduled meeting of the SHDC or at a special meeting, if applicable.

Requirements: Applications must include all information requested below to be considered complete. Incomplete applications will be returned to applicant with an explanation of what they need to add before resubmitting.

Process: Completed applications will be reviewed by the SHDC and applicant/representative at the SHDC scheduled monthly meeting.

The meetings are hybrid - they are held in person at the Salisbury Town Hall and via Zoom. All meetings are recorded. When an application for a COA is ACCEPTED at a scheduled monthly meeting the next step is to schedule a Public Hearing at the next scheduled monthly meeting. (See the list of Type of Projects below.) At the Public Hearing, the application will be reviewed and decided. This is held at the next scheduled monthly meeting or Special meeting which is determined when the application is accepted.

Representation: Applicants and/or a representative are required to attend the review of the application meeting, and the Public Hearing and any additional meetings requested.

Application approved changes: Work must be completed as presented and approved, within 1-year of the approved application.

An extension can be granted by submitting a new Application (COA) and attending a meeting, so it is on record. If modifications become necessary, such changes must be presented to and approved by the SHDC prior to beginning work on any aspect of the modification.

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Owner Property Address Town

Owner's Mailing Address Town, State, Zip Code

Owners phone number Email Address

Representative phone number (if applicable) Email Address

Type of Project (check all that apply):

- New building
- Addition to building
- Building restoration
- Demolition
- Ordinary maintenance, repair, 'in kind' exact replacement
- Work not visible from street or public pathway during any season
- Request 1-yr extension to complete work on already approved COA

Nature and description of proposed work. Attach photos and drawings:

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I acknowledge that I have read and accept the above instructions and am submitting an accurate and complete application. I give permission for members of SHDC to access the property for the purpose of reviewing this application and work done under the COA.

Owner or Applicant Signature

Print name of Signature above

Date

SHDC check off:

Application date received _____

Day count end date: _____

It is determined what type of project the COA represents.

- Waived (not visible or 'in kind' exact replacement)
- Site Visit Required (maximum 2 members of SHDC) date: _____
- Incomplete/Not Accepted
- Accepted – Public Hearing date: _____
- Approved
- Grant 1-yr Extension on Already Approved COA # _____
- Denied

Chairman or Vice Chairman Signature
Salisbury Historic District Commission

Date