

**Town of East Hampton, Connecticut
MIDDLE HADDAM HISTORIC DISTRICT COMMISSION**

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

*Application number_____

**Application filing date_____

Application is hereby made for the issuance of a Certificate of Appropriateness under an “Ordinance Establishing an Historic District and Historic District Commission for the Town of East Hampton” effective June, 1977, as amended on February 23, 2010, enacted pursuant to Connecticut General Statutes §7-147 et. seq., for proposed work as described in detail below and as set forth in the accompanying exhibits.

Applicant (Owner)_____Telephone_____

Applicant’s address_____email_____

Contractor_____Telephone_____

Contractor’s address_____email_____

Address of proposed work_____

Approximate date of original structure_____

***General description of proposed Work_____

***List of materials to be used:

***List of attached exhibits:

Signature of Applicant

Date

*To be determined by the MHHDC. **Date received by the MHHDC.

***PLEASE READ INSTRUCTIONS for completing applications ON REVERSE SIDE hereof. Applications may be DENIED for lack of sufficient information.

Middle Haddam Historic District Commission
Application Instructions for Certificate of Appropriateness

Meeting schedules and application deadlines are posted in the East Hampton Town Clerk's office and are listed on the Town of East Hampton Website www.easthamptonct.gov. Application forms are available at the Town Clerk's Office and the Middle Haddam Post Office. Applications shall be mailed to: Middle Haddam Historic District Commission, Town Hall, 1 Community Drive, East Hampton, CT 06424.

1. WHEN AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS IS REQUIRED

All properties within the Historic District are subject to the requirements of the Middle Haddam Historic District Ordinance. A Certificate of Appropriateness (COA) is required for all construction or alteration of any exterior of all buildings and structures, including driveways, walkways, walls and fences located within the Middle Haddam Historic District, which are visible from a public street, way or place. The Application and supporting documents must be submitted and approved before beginning any work. A COA is required whether or not a building permit is required and a COA must be approved prior to applying for any building permit.

The following does not require a COA:

1. The ordinary maintenance or repair of any exterior architectural feature which does not involve a change in the appearance or design. Replacement of existing materials with new that are IDENTICAL in composition and design falls within this exception.
2. The erection or alteration of any exterior architectural feature which the building inspector certifies is required by the public safety because of a condition which is unsafe or dangerous due to deterioration.
3. Construction or alteration of the exterior of a building or structure that is not visible from a public street, way or place.

Residents are strongly encouraged to seek a determination from the Middle Haddam Historic District Commission (MHHDC) as to whether or not proposed activities require a COA. (See #3 below)

2. SUBMISSION OF APPLICATION FOR COA

Three (3) copies of a complete application must be received no later than eleven (11) days prior to the next regular MHHDC Commission meeting to meet legal requirements for publication of a hearing notice in accordance with CT State Statutes and the Town of East Hampton Ordinance. All applications shall be scheduled for a public hearing within 65 days of the receipt of the application whether or not complete. The Vice Chair may contact the applicant for additional information to better support the application and the MHHDC may postpone scheduling a public hearing to provide the applicant additional time to supply requested information so long as the 65 day requirement is met. The Commission may vote to deny approval of an application for lack of information. It is highly recommended that applicants or their representatives attend the public hearing to address MHHDC questions. Applicants may inquire as to the status of their application and hearing date by contacting the Clerk of the Commission.

A "complete application" contains the following:

1. Detailed description of proposed work.
2. List of specific materials and/or products to be used including all product specifications. Include samples and/or brochures with photographs for siding, trim details, roofing material, windows, doors, shutters, lighting fixtures, hardware, posts, fences, landscaping walls, walkways, driveways, parking areas, etc.
3. Photos of proposed work area.
4. Scale drawings of all elevations of proposed work with dimensions.
5. Plot plan with location of existing structures and proposed work.
6. The application fee indicated on the front of the application payable to the Town of East Hampton.
7. Applicant's signature.
8. A telephone number and email address for contact purposes.

*NOTE: i. The commission may deny an application for lack of sufficient information concerning the proposed activities.
ii. The commission is only concerned with exterior appearances. Information concerning interiors or structural considerations is not relevant.*

3. REQUESTS FOR DETERMINATION OF EXEMPTION

The MHHDC is empowered to determine whether or not proposed activities are exempt (do not require a COA), not the resident. At least one week in advance of a scheduled meeting, a resident shall submit in writing a detailed description of the proposed activities and a statement as to why the resident believes the activities to be exempt. The request for an exemption shall be heard under "New Business."

NOTE: The Commission may deny the request for an exemption for lack of sufficient information concerning the proposed activities.

If the Commission determines that the proposed activity is not exempt, then a COA is required and submission of an application for a COA must be completed per #2 above.

Alternatively, a resident may simply apply for a COA, and if the commission determines that the proposed activities are exempt, then such finding will be noted in the MHHDC's records and the COA filing fee will be refunded to the applicant.