

Certificate of Appropriateness

City of Litchfield

Applicant Information

Name: _____

Address: _____

Phone: _____

Email: _____

Owner Information (__ Same)

Name: _____

Address: _____

Phone: _____

Email: _____

Property

Address: _____

Parcel ID Number: _____

Date Constructed: _____

Current Use: _____

National Register: Property No __ Yes __ Date _____

 District No __ Yes __ Date _____

 Contributing __ Non-Contributing __

Local Designation: Property No __ Yes __ Date _____

 District No __ Yes __ Date _____

Define the approximate year and alterations that have been done to the property. Please site source of data and include pictures if possible.

Construction Information

Architect: _____ License Number: _____

Builder: _____ License Number: _____

Electrician: _____ License Number: _____

Plumber: _____ License Number: _____

Alternation of an existing building (siding, windows, roof, doors, deck, porch)

Addition to an existing building (also includes ramps, stairs)

Demolition of a building or portion of a building (porch, chimney, trim)

Construction of a new building

Repair or restoration of an existing building that will not change its appearance

Signage or lighting on the exterior of the building

Moving a building or a portion of a building

Other _____

Certificate of Appropriateness Application

Scope of Work Form

City of Litchfield

Address: _____ Parcel ID Number: _____ Date: _____

Detailed descriptions of work that includes site work, new construction, alternations, painting, etc.

May use additional pages if necessary.

Number: _____ Architectural feature: _____ Approximate date of feature: _____

Photo number: _____ Drawing Number: _____

Describe existing feature and its condition: _____

Describe work and impact on existing feature: _____

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Describe work and impact on existing feature: _____

The applicant hereby acknowledges and understand the following requirements:

1. No application for a Certificate of Appropriateness will be presented to eh Historic Preservation Commission for review until the applicant has submitted all request information to the City staff.
2. If the owner(s) of record does not intend to appear in person before the Historic Preservation Commission, the owner(s) must submit a letter to the City staff authorizing an agent to apply for the Certificate of Appropriateness for the proposed work *prior* to the public meeting scheduled to consider the application.
3. The applicant is hereby advised and agrees that no work affecting the exterior of the structure and requiring a City permit may proceed until the Historic Preservation Commission has issued a Certificate of Appropriateness approving the said work.
4. Applicants shall be reviewed using the following criteria:
 - a. Design criteria as adopted for a relevant district/landmark
 - b. Secretary of the Interior Standards for Rehabilitation as adopted by the Litchfield Historical Preservation Commission.
5. Historic Preservation Commission and Certificate of Appropriateness approval does not relieve the applicant from applying for and receiving all needed City permits. The applicant must contact the City of Litchfield to apply for the necessary permits *prior* to the beginning of any work and within six months of the issuance of this Certificate of Appropriateness. Failure to do so renders this invalid.
6. If approved, the Certificate of Appropriateness will be good for a period of six months from the date of issuance. Certificates can be extended for an additional six months by requesting an extension, in writing to the Litchfield Historic Preservation Commission, *prior* to the expiration.
7. If the Historic Preservation Commission denies the application for a Certificate of Appropriateness, the applicant may file a written appeal to the City Council within 10 calendar days. Appeals should be directed to the Code Enforcement Officer.
8. *In the event work has been completed without the required Certificate of Appropriateness, the applicant and persons performing the work shall be prosecuted to the fullest extent of the law.*

Signature of Applicant (owner): _____ Date: _____

For Office Use Only

Required for all projects:

- Complete and signed application
- Photos of affected areas
- Sketches and elevations
- Material and design specifications
- Product Information
- Other _____

Date Received: _____

Received by: _____

Date of HPC action: _____

Date of Council action: _____