

**APPENDIX A. Application Form: COA and Variance**

**TOWN OF CHESHIRE**

Historic District Commission  
Planning Department, Town Hall  
84 South Main Street  
Cheshire, CT 06410

Date received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_  
Certificate #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Monitor: \_\_\_\_\_  
Pre-application review:  Yes  No

Please read instructions on reverse before signing the form.

**APPLICATION FOR:**

- A. CERTIFICATE OF APPROPRIATENESS, for work described below and/or**
- B. VARIANCE because of unusual site conditions**

Type of project (check all that apply)

**Construction**

- New Building  Addition to Building  Major building restoration, rehabilitation
- Minor Work on a building or structure

**Site changes**

- Parking area (s), driveway (s) or walkway (s)  Minor site changes (see list)
- Fence (s) or wall (s)  Sign (s)  Mechanical system (s)
- Non-temporary site feature (s): satellite dishes, pools, lighting fixtures, arbors, etc.

**Demolition or relocation**

- Primary building  Outbuilding  Site Feature

**Variance** Describe hardship (topographical conditions or particular problems with your lot)

- bedrock formation  narrow setback  mine cave-in
- underground utility or sewer lines  other \_\_\_\_\_

**General Information**

Property Address \_\_\_\_\_  
 Historic District:  CA-TC  SB  \_\_\_\_\_  
 Owner(s) Name: \_\_\_\_\_  
 Owner's Address \_\_\_\_\_  
 Owner's Phone \_\_\_\_\_ Email \_\_\_\_\_

Applicant (if not owner) \_\_\_\_\_  
 Applicant's Address \_\_\_\_\_  
 Applicant's Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Applicant's Relationship to Owner \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Architect's Name \_\_\_\_\_ Phone \_\_\_\_\_

**Dates of Anticipated Work:** Start \_\_\_\_\_ Completion \_\_\_\_\_

**Brief Description of Proposed Work:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional pages as necessary. (Additional sheets on letterhead are supplied on request.)  
Please include a description of how the proposed work (if a change or addition) is historically and architecturally compatible with the building and the Historic District as a whole.

**The Required Materials are attached:** (see list on the back of this page)

**I have read the attached instructions and to the best of my knowledge, the information contained in this application is accurate and complete. I also give permission for members of the Cheshire Historic District Commission to access the property for the purpose of reviewing this application and work done under any certificate issued to me.**

Owner's or Applicant's Signature (s): \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICATION

**Requirements:** Applications must include materials listed below to be considered complete. A \$25.00 dollar processing fee is required upon submission (made out to "Collector, Town of Cheshire"). Incomplete applications will not be reviewed.

**Deadline:** Applications are due at Town Hall ten (10) days prior to a regular HDC meeting. The HDC ordinarily meets on the first Mondays at 7:30 PM and, in some months, on the third Monday as well. In case of a Monday holiday, the meeting will usually be held on the following day (Tuesday) at 7:30 PM. **Please call the Planning Office 271-6670 to verify the meeting dates.**

**Representation:** Applicants or a representative **must** attend the COA or Variance public hearing

**Changes:** Work must be completed as presented and approved. If modifications become necessary, such changes must be presented to and approved by the HDC prior to beginning work on any aspect of said modification.

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### **REQUIRED MATERIALS: Three copies of the following materials should be attached to three copies of the COA application form.**

#### **New Buildings and Additions**

- Description of project
- Photographs of proposed site/setting
- Site plan, 1"=20'
- Exterior building elevations
- Floor plan
- Description of materials (**If using non-original materials, please supply samples, brochures, websites, locations where material is in use**)

#### **Major Restoration, Rehabilitation**

- Description of project
- Photographs of existing building & setting
- Exterior building elevations
- Description of materials (see New Buildings above)

#### **Minor Exterior Changes to Buildings or Sites**

- Description of project
- Photograph of building or site (portion)
- Description or sample of materials

#### **Demolition or Removal of Building/Structure**

- Description of proposed project
- Site plan showing trees, fences, paths
- photographs of adjacent buildings and setting, and of all sides of building to be demolished
- Sketch of, and description of, what the site will look like after demolition or moving, if no building is proposed

- If new building is proposed, follow procedures for New Buildings and Additions as stated above

#### **Site changes: parking, drives, and walks**

- Site plan
- Description of materials
- Photographs of site and larger neighborhood context

#### **Site changes: fences, walls, and other site features**

- Site plan
- Architectural elevations or sketches
- Description of materials
- Photographs of site

#### **Site change: signs**

- Site plan or sketch of site (for free-standing signs)
- Architectural elevation or sketch (for signs located on the building)
- Description of materials, design, type, styles, etc.
- Description of illumination

#### **Variance**

- Site plan showing location (s) of problem (s)

**The HDC uses its Regulations to make informed decisions. Copies of the Regulations are available free of charge at the Planning Department.**

Decisions on projects requiring a COA, follow the public hearing which is held approximately two weeks after the application has been received by the HDC at a regular meeting. **All decisions must be made within 65 days of receipt of the complete application.**

