



**TOWN OF CLINTON, CONNECTICUT**  
**Historic District Commission**  
Information for Applicants for a Certificate of Appropriateness

No building or structure shall be erected, altered, restored, moved or demolished within the Liberty Green Historic District until after an application for a certificate of appropriateness as to exterior architectural features has been submitted to and approved by the Commission. "Exterior architectural features" shall include such portion of the exterior of a structure as is open to view from a public street, way or place. The style, material, size and location of outdoor advertising signs and bill posters within the Liberty Green Historic District shall also be under the control of the Commission. Additionally, no area within the Historic District shall be used for industrial, commercial, business, home industry or occupation parking until after an application for a certificate of appropriateness as to parking has been submitted to and approved by said Commission.

When you appear before the Historic District Commission, be prepared to explain your project. Bring with you professional-quality plans; drawings; and material and color samples for the Commission members' consideration. Depending on the project these shall include, but not be limited to:

1. Architectural elevations.
2. Landscape plans.
3. Photos of the site
4. Photos of existing structures on the parcel
5. Site plan drawn on a sheet no larger than 24" X 34" with a scale of 1" + 40" or as otherwise approved by the Board. The plan shall include location of all existing buildings and structures; existing and proposed signs; lighting standards; and outdoor fixed trash receptacles and facilities on the site.
6. Details of all existing and proposed signs on the parcel, including specific dimensions, materials, colors and lighting.
7. Lighting details.
8. Any other information that the Planning & Zoning Commission (P&Z), Zoning Board of Appeals (ZBA), Design Review Board or Historic District Commission may deem necessary.

The Historic District Commission also requests, but does not require, the following items:

1. Artist's rendering of proposed structure(s) and sign(s).
2. Model or photos of model of proposed structure, if such model has been made.

# HISTORIC DISTRICT COMMISSION

## Liberty Green Historic District Application for Certificate of Appropriateness

FOR COMMISSION USE      Appl. No. \_\_\_\_\_  
Date Recvd. \_\_\_\_\_ Hearing Date \_\_\_\_\_  
Date & Place of Publication \_\_\_\_\_  
Commission Action Dated \_\_\_\_\_  
[ ]Approved [ ]Denied [ ]Variance  
Conditions? [ ]Yes (list on reverse) [ ]No

1. Historic Property Street Address: \_\_\_\_\_
2. Property Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
4. Agent Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
5. Contractor Name: \_\_\_\_\_ Registr. No.: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
6. Architect Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
7. Nature of Work (check all which apply)  
 Erection/New Construction     Alteration/Restoration     Demolition  
 Moving Of Structure(s)     Sign/Poster     Parking  
 Rebuilding/Repair Major Damage
8. Estimated date work will commence: \_\_\_\_\_  
Approximate duration of work or estimated date of completion: \_\_\_\_\_
9. Are you requesting that the Commission vary or modify strict adherence to the Historic District Ordinance?     Yes     No  
If "yes", attach a letter stating why the strict application of the Connecticut General Statutes, BOCA Building Code, or the Ordinance would result in "exceptional practical difficulty or undue hardship".
10. Description of Work. Briefly describe work below. Attach a detailed description of finished appearance and, as applicable, all dimensions and materials to be used. For new construction, moving of structure(s), and/or parking, the Commission requires a plot plan drawn to scale, clearly showing the relation of the proposed work to contiguous or nearby structures and the visibility of such work from public streets, ways and places. The Commission may request further information.

I certify that the information provided on and with this application is accurate and complete.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date