

CITY OF GROTON
EASTERN POINT HISTORIC DISTRICT COMMISSION

Application for Certificate of Appropriateness

Application No. _____

Address: _____
Map: _____ Block: _____ Lot: _____ PIN: _____

Name of Owner _____ Phone # _____

Address _____

Name of agent, contractor and/or architect (if applicable)

_____ Phone # _____

Address _____

Description of work proposed: (Please Attach) (In case of new construction, a plot plan and elevations will be required giving dimensions, including height, and indicating materials to be used, such as wood shingles, siding, brick, etc. The Commission reserves the right to require additional information and exhibits, such as photographs, grading plan, specifications, etc. Failure to submit all requested information and exhibits may result in denial of the application.)

Estimate of Cost \$ _____

Certification that the proposed work complies with zoning Regulations.

Date _____ Signature of Applicant _____

Address for mailing: _____

*Please see back side for instructions and requirements *

APPLICATION REQUIREMENTS - SUPPORTING MATERIALS

	Demolition & Removal	New Construction	Additions & Alterations	Parking Areas	Site Improvements	Signs
Photographs which show nearby structures, and the spatial relationships of these buildings within the immediate neighborhood. In village areas, these photographs should be arranged to show the entire street frontage for at least 2 successive properties in all pertinent directions.	●	●	●	●	●	●
Photographs showing all facades of related buildings and/or structures on the subject property, and/or of subject grounds if site features are affected or site improvements proposed.	●	●	●	●	●	●
Historic photographs of the subject property and environs are recommended (the Mystic River Historical Society, Seaport Museum, and Indian & Colonial Research Center have many).	●		●		●	
Vicinity plan showing at least 2 successive properties in all pertinent directions, and any related street and topographic features. This vicinity plan may be in sketch form, but shall adequately describe the general scale and relationships of nearby buildings. (Aerial photographs are available from the town).	●	●	●	●	●	
Sketch site plan showing proposed location and relationship to immediately adjacent properties, at a minimum scale of 1" = 10', is recommended.	●			●	●	●
Detailed site plan showing proposed new construction, any proposed site improvements such as parking areas, driveways, walkways, fences, decks, etc., and the relationship of the same to immediately adjacent properties, at a minimum scale of 1" = 10'.		●	●	●		
Sketch perspective drawing of proposed work is recommended.		●	●			
Scale drawings and plans of existing subject property, if deemed architecturally significant by the HDC, at a minimum scale of 1/4" = 1'.	●					
Architectural drawings (elevations) of all proposed buildings facades and relevant site features, at a minimum scale of 1/4" = 1'.		●	●		●	
Architectural floor plans of all new, added, and/or altered exterior architectural elements, at a minimum scale of 1/4" = 1'.		●	●			
Details of proposed primary architectural and site features, at a minimum scale of 1-1/2" = 1', are recommended.		●	●	●	●	
Detailed drawings and specifications for lighting, signage, and other related fixtures, showing size, materials, colors, lighting source, etc.				●	●	●
Copies of product literature with photographs for any proposed prefabricated site fixture or structure.					●	
A written statement of the proposed condition and appearance of the subject property after demolition or removal. Such statement shall include an explanation of the practical difficulty and hardship which precludes preservation of the subject structure. The applicant must demonstrate that there is no prudent alternative to demolition or removal.	●					
Copy of all applications and approvals required by other jurisdictions for demolition or removal of a designated historic structure, including but not necessarily limited to the Connecticut Historic Commission.	●					