

**Town of Greenwich
Historic District Commission
Applicants' Guidelines**

Certificate of Appropriateness application

If a Certificate of Appropriateness is required before alterations or additions are made to any of the following: 1) a property in a local historic district; 2) a local historic property; 3) a property with Historic Overlay or Historic Residential Overlay zoning; or 4) a property with a Preservation Easement, the certificate may be obtained from the chairman of the commission and online at the Town of Greenwich website. It should be completed and two photocopies made; all three copies should be received by the chairman at least one week before the meeting. Materials pertinent to the application must be sent to all ten members (names and addresses are available from the chairman and online at the Town of Greenwich website) and be received at least one week prior to the meeting date, and should include 1) a site plan, 2) before and after elevations of the structure drawn to the same scale, preferably in 11 by 17 inch format, and 3) photographs of the structure in its current form. Examples of material to replace existing materials or color samples are also encouraged.

If the materials are not received by the commissioners at least one week prior to the meeting, the application will be postponed until the following monthly meeting unless a special exception is granted by the chairman.

Discussion Item presentation

If a discussion item referred by the Planning & Zoning Commission for comment is presented to the commission, materials pertinent to the application must be sent to all ten members (names and addresses are available from the chairman and online at the Town of Greenwich website) and be received at least one week prior to the meeting date, and should include 1) a site plan, 2) before and after elevations of the structure drawn to the same scale, preferably in 11 by 17 inch format, and 3) photographs of the structure in its current form. Examples of material to replace existing materials or color samples are also encouraged. In the case of signs or landscaping changes on Historic Overlay, Historic Residential Overlay or Preservation Easement properties, drawings which show the proposed sign or changes should be submitted.

If the materials are not received by the commissioners at least one week prior to the meeting, the application will be postponed until the following monthly meeting unless a special exception is granted by the chairman.

Susan Richardson, Chairman
Historic District Commission
January 2006