



APPLICATION for CERTIFICATE OF APPROPRIATENESS

Historic District Commission
Borough of Fenwick
580 Maple Avenue, PO Box 126
Old Saybrook, Connecticut 06475
Phone: (860) 388-3499 fax: (860) 388-1469

Application Number: _____
Date of Submission: _____
Fee Paid: _____

1. PROPERTY LOCATION:
Street Address: _____ Map: _____ Lot: _____
 2. RECORD OWNER:
a. Name: _____ Phone: _____ email: _____
b. Mailing Address: _____
 3. APPLICANT:
a. Name: _____ Phone: _____ email: _____
b. Mailing Address: _____
 4. ACTIVITY (check all that apply):
☐ Demolition ☐ New Construction ☐ Renovation ☐ Addition
☐ Pool ☐ AC Unit / Generator ☐ Fence/Wall ☐ Driveway
☐ Patio/Hardscape ☐ Other _____
☐ Renewal of Certificate of Appropriateness Number _____ issued on _____.
- If this is an **application to modify** an existing, open Certificate of Appropriateness, check here ☐ and provide C of A number(s): _____ and date(s) issued: _____. **All applications for modification must include approved and proposed elevations with the changes clearly identified and a list of the proposed changes.**
5. Full description of all work to be done and materials to be used as they affect exterior appearance (attach additional pages as needed):

 6. Value of Work: _____
 7. Documents accompanying this application (see Section 4a of the Regulations for detailed requirements):

Check if Submitted with Application	APPLICATION SUPPORTING MATERIALS	New Construction	Significant Additions & Alterations	Minor Site Improvements	Site Improvements	Demolition & Removal
	plot plan, scale of 1" = 20', showing the location of all existing and proposed buildings and structures on the site, boundaries of the property, driveways, walkways, landscaping, including details of plantings, major tree and shrub areas, including paving materials, outdoor lighting and parking areas, certified by a licensed surveyor or other professional approved by the Commission	X	X		may be req'd	X
	sketch site plan showing proposed location and relationship to immediately adjacent properties, at a minimum scale of 1" = 10'			X	X	

architectural drawings (elevations) of all proposed building facades and relevant site features, at a minimum scale of 1/4" = 1' of the building or structure to be altered, erected, demolished or removed showing the front, rear, and side elevations floor plans (interior details not required) with dimensions and the materials to be used, certified by a licensed architect or other professional approved by the Commission - sketch drawings that do not provide specificity shall not be sufficient	X	X			X
architectural drawings of the portion or portions of the building or structure to be altered or erected, certified by a licensed architect or other professional approved by the Commission - sketch drawings that do not provide specificity shall not be sufficient	X	X			
vicinity plan showing the buildings and structures within two hundred feet (200') of the boundaries of the parcel on which the building and structures are located.	X	X	may be req'd	may be req'd	X
scale model or detailed photo simulation of the building to be constructed for all applications involving construction of an entirely new building, any substantive remodel, redesign, or addition	X	X		may be req'd	
photographs which show nearby structures, and the spatial relationships of these buildings within the immediate neighborhood. Photographs should be arranged to show the entire street frontage for at least 2 successive properties in all pertinent directions.	X	X		may be req'd	X
photographs showing all facades of related buildings and/or structures on the property, and/or of subject grounds if site features are affected or site improvements proposed.		X		X	X
historic photographs of the property and environs are recommended.	X	X		X	X
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 might be a source of some of this information).	X	X		X	X
details of proposed primary architectural and site features, at a minimum scale of 1-1/2" = 1'	X	X		X	
detailed drawings and specifications for lighting and other related fixtures, showing size, materials, colors, lighting source etc.	X	X		X	
copies of product literature with photographs for any proposed prefabricated site fixture or structure.	X	X	X	X	X
electronic copies of all documents, maps, plans, surveys, drawings and similar documents; photographs of all models	X	X	X	X	X

8. The work described above is expected to start by ___/___/___ and be completed no later than ___/___/___.

Note: No work may be performed in the Borough on Sundays from Memorial Day weekend to Columbus Day weekend and from July 1 through Labor Day.

The undersigned, being the owner of the property situated in the Historic District of the Borough of Fenwick, Town of Old Saybrook, CT, states that he or she has read and understands the *Borough of Fenwick Historic Preservation Regulations* and its Appendix A, *Design Criteria for the Fenwick Historic District* (revised 10/1/2020 and available at www.boroughoffenwick.com). He or she hereby makes application for a Certificate of Appropriateness for the action described herein at the location indicated, acknowledges that if a Certificate of Appropriateness is granted, **THERE SHALL BE NO DEVIATION** from the approved plans unless and until a modification has been approved by the Historic District Commission, and understands that **the fee for an After-the-Fact Application is \$1,000.**

Signature of Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

Note: The application MUST be signed by the owner. No application will be heard until all requirements of the application are met and all submissions are made.