

# APPLICATION for CERTIFICATE OF APPROPRIATENESS



Historic District Commission  
Borough of Fenwick  
580 Maple Avenue  
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. Documents accompanying this application (see Section 4a of the Regulations for detailed requirements):

a. fee (see fee schedule)	<input type="checkbox"/>	g. electronic copies of all submissions	<input type="checkbox"/>
b. site plan	<input type="checkbox"/>	h. model with its photos	<input type="checkbox"/>
c. elevation drawings	<input type="checkbox"/>	i. survey	<input type="checkbox"/>
d. applicable floor plans	<input type="checkbox"/>	j. pictures and specs of materials	<input type="checkbox"/>
e. photos of existing conditions	<input type="checkbox"/>	k. samples of materials	<input type="checkbox"/>
f. photos of precedents	<input type="checkbox"/>	l. other _____	<input type="checkbox"/>

**Note:** Items a-g above are generally required for all applications unless the requirement is expressly waived. Items i-l may be required.

7. 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 12/12/12 and available at the Borough Office and at [www.boroughoffenwick.com](http://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.**