

For Office Use Only:  
Date of Filing: \_\_\_\_\_  
Date of Public Hearing: \_\_\_\_\_  
65 Day Period Ends: \_\_\_\_\_  
Type of Work: \_\_\_\_\_

## WESTPORT HISTORIC DISTRICT COMMISSION APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (CA)

*Application is hereby made for the issuance of a Certificate of Appropriateness under the Historic District Ordinance of Westport, Connecticut, enacted pursuant to the enabling authority contained in Chapter 97A, Section 7-147d and 147s, as amended, of the General Statutes of Connecticut.*

**SECTION 1 (To be completed by the Applicant):**

Address of proposed work: \_\_\_\_\_

Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Agent/Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Anticipated date of completion: \_\_\_\_\_

Owner's Signature (Application must be signed) \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 2 (To be completed by the Zoning Enforcement Officer)**

- Appears to comply with regulations
- Appears not to comply with regulations
- More information needed

Signature of Zoning Enforcement Officer indicating preliminary review of compliance with zoning regulations. \_\_\_\_\_

**SECTION 3 (To be completed by the Historic District Commission)**

**Date of Public Hearing:** \_\_\_\_\_

- Certificate of Appropriateness APPROVED**  
List any conditions or modifications:  
\_\_\_\_\_  
\_\_\_\_\_

- Certificate of Appropriateness DENIED**  
List reasons for denial:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature/Chair, WHDC Date

*After approval has been obtained from the Historic District Commission, work cannot commence until proper zoning and building permits have been obtained from the Planning and Zoning and Building Departments.*

**SECTION 4 (To be completed by the Historic District Commission)**

**FINAL APPROVAL**

**Signature/WHDC:** \_\_\_\_\_ **Date of Site Inspection:** \_\_\_\_\_

**WESTPORT HISTORIC DISTRICT COMMISSION  
CERTIFICATE OF APPROPRIATENESS (CA) APPLICATION INSTRUCTIONS & CHECKLIST**

If a property is located in one of the designated Historic Districts in Westport or if it is identified as a local historic property, a *Certificate of Appropriateness (CA)* is required for exterior alterations, additions, demolitions or new construction including, fences, signs and changes to parking areas or driveways within the public view. A full list of regulated activities can be reviewed in Section 6 of the “Westport Historic District Commission Handbook” which is available at <http://www.westportct.gov>.

The application must be printed or typed and submitted in both paper and PDF format. Each application must be accompanied by:

- Completed application form
- Narrative describing project including details of changes to and materials used for project; including but not limited to windows, skylights, gutters and leaders, doors, porches, walkways and driveways as well as any exterior feature of the subject property
- Two (2) sets of construction plans to scale and one (1) reduced to scale, and including all elevations and height, which also indicate size and location of all existing buildings and structures and size and location of all proposed building or additions and structures. If an addition is being proposed, existing and proposed building plans must be submitted.
- If there is any demolition to take place, the extent of the demolition must be defined in the application and on the elevations and stated in the presentation to the Commission
- Copies of product literature with photographs or drawings of any proposed building element or component
- Stamped addressed envelopes to the property owners of all properties abutting subject property, including a stamped self-addressed envelope – the envelopes should not have a return address.
- Photos of existing elevations where work is proposed
- Photos of adjacent street frontage for a minimum of two properties in each direction
- Historic photos if available
- Owners written authorization when application is presented by an agent other than an attorney at law

Once all the above required application materials have been compiled, an appointment should be made with the Historic District Commission Staff Administrator for review. The application can then be formally submitted and a hearing date will be scheduled. Hearings are held on the second Tuesday of each month at 7:00 pm in Town Hall. The deadline for applications is two weeks prior to the next regularly scheduled meeting of the Commission.

If a CA is granted, a copy with the HDC Chair’s signature will be sent to the applicant and the Planning and Zoning Department. The CA will expire in five years from the date it is issued and is non-transferable.

***After the work is completed the applicant is expected to call the HDC office at 203.341.1184 to schedule a date for a final inspection. No Planning and Zoning or Building permits will be issued without CA approval.***