

**WESTPORT HISTORIC DISTRICT COMMISSION  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS 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, no exterior alterations, additions, demolitions or new construction including, fences, signs and changes to parking areas or driveways can take place until a certificate of appropriateness has been granted by the Historic District Commission.

Applications require a public hearing and an application must be submitted two weeks prior to the next regularly scheduled meeting of the commission. Hearings are held on the second Tuesday of each month at 7:00 p.m. in Town Hall.

**IMPORTANT:** This application must be printed or typed and completed with all required exhibits attached. Failure to submit all requested information and exhibits may result in denial of the application. If you have any questions regarding the completion of this application, please call the HDC Coordinator at 341-1184.

**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 changes 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, indicating size and location of all existing buildings and structures and size and location of all proposed building or additions and structures. Plans need to include all elevations and heights. ***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 specifically and unambiguously highlighted on the application and on the elevations and stated in the presentation to the Commission.***
- 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
- 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 a Historic District Commission Staff Administrator to review the plans and application. The application can then be submitted and a hearing date will be scheduled. The Historic District Commission office is in Room 108 in Town Hall.

**NO APPLICATION WILL BE ACCEPTED UNTIL IT IS COMPLETED AND DOCUMENTED AS SPECIFIED ABOVE.**

A copy of the *Certificate of Appropriateness* with the HDC Chairman's signature granting approval will be sent to the applicant and the Planning and Zoning Department.

If the HDC grants approval of the *Certificate of Appropriateness* and a zoning permit is required, an appointment should be made with the ***Planning and Zoning Department by calling 341-1030 to obtain the necessary zoning permit.***

***After the work is completed, the applicant must call the Historic District  
Commission office at 203-341-1184 to schedule a date for the final inspection.***

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**

*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 Address \_\_\_\_\_

Agent/Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

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

\_\_\_\_\_  
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.

**When the application form is completed and all application materials compiled, return completed application with application materials to:**

**Historic District Commission Coordinator  
Town Hall, 110 Myrtle Avenue, Room 108, Monday through Friday from 8:30 a.m. to 4:30 p.m.**

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

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

- Preliminary Certificate of Appropriateness granted**

List any conditions or modifications: \_\_\_\_\_  
\_\_\_\_\_

- Certificate of Appropriateness denied**

List reasons for denial: \_\_\_\_\_  
\_\_\_\_\_

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

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

***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.***