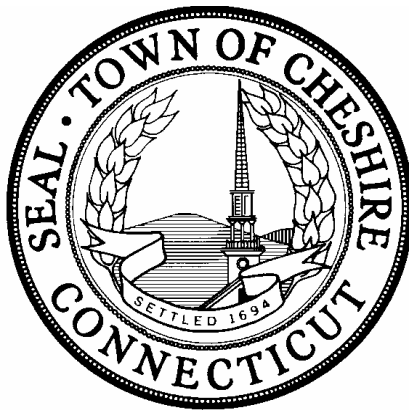


**HISTORIC DISTRICT COMMISSION
REGULATIONS**

TOWN OF CHESHIRE, CONNECTICUT

HISTORIC DISTRICT COMMISSION REGULATIONS

TOWN OF CHESHIRE, CONNECTICUT



Adopted: 07/ /06

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Lauren Backman, Vice-Chair	2006-2011
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I. DEFINITIONS

Abutters: All owners of property which abuts any portion of the property which is the subject of the application; and, all owners of property directly or diagonally from if a corner lot across from any public or private street from the property which is the subject of the application petition.

Alter: Change, modify, rebuild, remove, demolish, restore, raze, move or reconstruct

Appropriate: Not incongruous with those aspects of the historic district that the Commission determines to be historically or architecturally significant.

Building: Any combination of materials forming a shelter for persons, animals, or property.

See also **Structure**.

Character-defining features: Visual aspects and features that comprise the appearance of a historic building, such as the overall shape, proportions, nature and texture of materials including historic coatings or finishes, decorative and utilitarian details, as well as various aspects of the setting and site.

Certificate of Appropriateness: (COA): The permit required before alterations may be made to regulated features of a property, building an addition to an existing historic building or structure, constructing a new building in a historic district, moving, dismantling or demolition of a building or structure in whole or part, changes in certain parking areas, changes in historic settings, and installation of or changes in signs and light fixtures.

Change: Any modification of an approved COA which, if carried out, would result in a different form or appearance of the proposed work. Such changes would include, but not be limited to, the use of different materials from those specified in the approved COA, and changes in dimensions and/or location of architectural features.

Commission: The Cheshire Historic District Commission

Design Criteria: Criteria relating to each district, which describe or define the history, period or style of the architectural features necessary to preserve the distinctive character of the buildings and places of each district.

Distinctive Characteristics: Predominant architectural and/or historic setting features which together define the character of a neighborhood or district.

Districts: The municipal historic districts designated as such by the local historic district ordinance and regulated by the Commission.

Erect: Construct, build, install, or enlarge a building or structure.

Exterior Architectural Features: Such portion of a building or structure as is open to view from a public street, way or place.

Incongruous alteration: A change that diminishes the character of a building or place in a historic district.

Lighting Fixture: Any lighting device located exterior to a structure or intended to illuminate areas exterior to a structure, whether permanently or temporarily installed. Such devices include, but are not limited to, search lights, spotlights, flood lights, sign and architectural lighting, and lighting for parks, parking lots, roadways, drives, walks, and athletic and recreational facilities.

Minor Work: Work which has no significant effect on the historical structure or site.

Modifications: See Changes.

Municipality: Town of Cheshire, CT

Ordinary Maintenance: Work done to keep any architectural feature intact or in its present state in such a way as the work does not change its appearance or design. This definition of ordinary maintenance applies, whenever appropriate, to a building's site features as well as to the building and associated structures.

Ordinary repair: Work done on or replacement of any architectural feature which is broken, damaged or not in good working order in such a way as the work does not change the appearance or design or the replacement is of the same size, design, texture and materials.

Place: Unifying, identifiable setting for the buildings and structures in an area, district, or neighborhood. The elements of place include the relationship of buildings to one another, setbacks, fence or wall patterns, views, configuration of driveways and walkways, and prominent landscape features (such as hedges and street trees) together with the prevalent exterior architectural features of the buildings. The sum of these elements defines the distinctive character of each neighborhood or district, as set forth in Appendix C.

Preservation focuses on the retention of all historic materials through conservation, maintenance and repair.

Reconstruction establishes limited opportunities to re-create a non-surviving site, landscape, building, structure, or object in all new materials.

Rehabilitation emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work.

Restoration focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.

Sign: Any device however made, displayed, painted, supported, or attached, intended for the purpose of advertisement, attraction of attention, identification, publicity or notice.

Site: The property surrounding a historic building and contained within an individual lot

Site Features: Walkways, driveways, parking areas, lighting fixtures, fences, sculpture, signs, walls and other structures.

Site Plan: a plan of the lot drawn to scale that shows the location of all buildings and structures with their setbacks from the property lines.

Structure: Any combination of materials, other than a building, which is affixed to the land and shall include, but not be limited to signs, fences and walls.

II. CERTIFICATES OF APPROPRIATENESS (COAs)

A. COAs AND OTHER PERMITS

1. No building or structure shall be erected, altered, moved, or demolished (in whole or part) within the historic district until after an application for a COA has been submitted to the Commission and approved by said Commission.
2. A COA must be obtained from the Commission whether or not a building permit is required.
3. No building permit for the erection of a building or structure or for the alteration of any exterior architectural feature within the historic districts shall be issued by any department, agency or official of the Town of Cheshire until a Certificate of Appropriateness has been issued.
4. Obtaining a Certificate of Appropriateness does not relieve the property owner of the responsibility of obtaining any other required permits. Building Permits and other permits may be required even if the Commission determines that a Certificate of Appropriateness is not required.
5. A COA must be obtained BEFORE a demolition permit for the demolition or removal of a building or structure within the historic districts shall be issued by any department, agency or official of the Town of Cheshire, with the exception of matters of public safety, as stated below:

An exception may be made by the Fire Marshal or the Building Official for a matter of public safety, in which case said officials have the authority to order the demolition of a building or structure without obtaining a COA, provided that the Commission and the Zoning Enforcement Officer are given prior notice, if practical, or not more than three days thereafter.

B. WORK WHICH REQUIRES A COA

1. **Erection, alteration, changes:** A COA is required for erection of new buildings or structures, construction of additions to existing buildings or structures, remodeling or alterations or removal of regulated architectural features of buildings and structures, including changes in the historical materials, finishes, mechanical finishes, coatings (but not the color thereof) and/or patina on such features. Changes which involve the removal of modern features/materials so as to return to historic features/materials, require a COA and adequate historic documentation for the change.

2. **Signs:** A COA is required for changes in existing signs and installation of new signs. The commission's jurisdiction includes the style, material, size, lighting, and location of all outdoor signs in the historic districts.
3. **Parking Areas:** A COA is required before making any changes to existing parking areas or building new parking areas in the historic district. The commission's jurisdiction includes, by statute, the following types of parking areas: commercial, home business, industrial, and occupational; whether or not this area is zoned for parking use.
4. **New Lighting Apparatus:** A COA is required prior to the installation of any additional lighting apparatus to a new or existing building, structure or sign.
5. **Demolition** The Commission by statute may delay the issuance of a demolition permit for ninety days from the application for such permit, provided that during the ninety (90) days, the Commission and/or the CT Commission on Culture and Tourism is attempting to find a purchaser who will retain or remove such building, or who will present some other reasonable alternative to demolition.

If the applicant is applying for a demolition permit with the intent to build on the site, a conceptual design of the proposed construction shall be submitted to the Commission at the time of the application for demolition.

To aid the Commission in finding an alternative to demolition, the Commission may request that the applicant post a sign, of specified size and location, on the property announcing the proposed demolition and a phone number to call.

During the ninety-day period the municipality may abate all real property taxes. At the conclusion of the ninety-day period the demolition permit shall become effective and the demolition may occur. Nothing in this section shall be construed to mandate that the owner of such property sell such property or building.

If, following a public hearing which shall include the presentation of a conceptual design of any proposed building on the site, the Commission determines that it has no objection to the proposed demolition, the Commission may inform the applicant that it does not intend to take any action towards finding an alternative to demolition, in which case the ninety day delay is waived and the COA to demolish (with the following stipulations) is granted:

- a. **Before demolition begins,** the owner will be encouraged to work with the Commission and other interested parties to salvage architectural and/or archeological materials and features.
- b. **During demolition** the property owner shall ensure the safety of adjacent buildings, structures, site features, properties and historic resources such as stone walls, and where possible protect mature

trees on the site from damage and from delayed damage such as loss of root area, or compaction of the soil by equipment.

- c. **After demolition** the site shall be promptly cleared.
- d. **If the site is to be vacant** for more than 60 days, the owner shall re-seed or plant as soon as weather allows and then maintain the property in keeping with the appearance of the historic district.

C. WORK WHICH IS EXEMPT UPON REVIEW BY THE COMMISSION

Certain activities that are undertaken in the historic districts are declared to be of such a nature that they are exempt from these Regulations. Specific activities considered exempt, upon review by the Commission are:

1. Ordinary Maintenance and/ or Ordinary Repair (including exact replacement) of exterior architectural feature in the districts, which does not involve a change in the historic appearance: materials, design, configuration, finish and coatings (but not color thereof) upon the issuing of an exemption by the Commission.
2. Minor Work which does not have a significant impact on a historic building or site. Decisions on whether a work is minor are made on a case-by-case basis.
3. Work on a structure that cannot be seen from any Public Way.

D. WORK WHICH, BY STATE STATUTE, IS EXEMPT FROM COMMISSION REVIEW

1. **Property owned by a nonprofit institution of higher education** is exempt from these Regulations.
2. **Interior arrangement or use** shall not be considered by the Commission. However, the Commission may recommend adaptive reuse of any buildings or structures within the historic district compatible with the historic architectural aspects of the building.
3. **Public Safety:** The erection or alteration of any feature which the Building Inspector, or similar agent, certifies is required by public safety because of a condition that is either unsafe or dangerous due to deterioration.
4. **Repainting a previously painted exterior surface**, including the use of a different color of paint, is considered ordinary maintenance, does not constitute a change in a historic coating (as in B1. above), and does not require any certificate.
5. **Temporary signs**, specifically real estate signs, political signs, signs advertising a tag sale or neighborhood event, or signs stating an opinion on some topic, and other like signs, which may remain in place until after the sale, election, or event has ended or the topical issue is resolved; Also

permitted as temporary are signs placed during a renovation project, which advertise the work of a building contractor, painter, architect, roofer, etc. provided such signs are removed at the completion of the project.

6. Items not affixed to the ground such as: Lawn ornaments including planters and benches; seasonal/holiday displays, and other such temporary displays; decorative banners and other decorative items.

E. VARIANCES:

The Commission shall have the power to vary or modify strict adherence to these Regulations so as to relieve exceptional practical difficulty or undue hardship as it relates to a specific parcel of land and not generally affecting the historic district in which the land is located; provided such variance, modification or interpretation is in harmony with the general purposes and intent of these Regulations, so that the general character of the historic district shall be conserved and substantial justice is done. In granting variances, the Commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, better fulfill the purposes of these Regulations. Any application for such a variance must include the explanation of the practical difficulty or undue hardship. The Commission shall, for each variance granted, place upon its records, and in the notice to the applicant, the reasons for its determination. If a variance is being sought for purposes of building, a COA for the proposed construction shall be submitted along with the request for the variance. The information on the proposed construction will be part of the Commission's deliberations on the Variance request. The Variance will be considered first and if granted, the Commission will then review the COA application.

Where it is in the public interest to retain the neighborhood's historic appearance by making variances to normal zoning requirements, and where it is deemed that such variances will not adversely affect neighborhood properties, the Commission may recommend to the Zoning Board of Appeals that such variance to standard yard requirements be granted.

III. APPLICATIONS FOR COAs

- A. Pre-application Review (optional)** An applicant for a COA may request a pre-application review which will be conducted by one or two persons designated by the Commission for the purpose of explaining the application process and procedures, the information required to be filed with an application, and the standards and criteria which the applicant is required to meet and which the commission is required to follow in deciding an application. Those persons who conduct a pre-application review shall not participate in the deliberations or vote on said application. The Historic District Commission recommends that applicants participate in this review.
- B. Application forms:** Any person requesting action by the Commission shall apply on the official forms adopted by the Commission for such purposes, which forms are available in the Commission's office in the Planning Department. Completed applications shall be filed in the Commission's office

where they will be date stamped by the town staff person reviewing the application.

C. Public Hearing Required: All applications for a COA or a Variance require a public hearing, including applications for new signs, fences, and lighting fixtures; non-residential driveways and parking areas, exterior architectural alterations of existing buildings or structures, the demolition or removal of existing buildings and structures, and the erection of new buildings and structures.

D. Fees:

1. **List of Fees:** refer to Appendix B
2. **Fees for Specialized Review:** If the Commission determines that it is necessary to obtain specialized review to fully and properly review and evaluate the application, the fees for such expertise shall be paid by the applicant within ten (10) days of the Town's written notice of the actual or estimated fees.
3. **Failure to submit fees:** If an applicant does not submit all required fees, the application shall be denied.

E. Required Materials for the COA Application Ten copies of the required materials shall be submitted to the Commission as part of the application. See Appendix A for a list of materials required for each type of proposed change.

F. Withdrawal of COA applications

1. Can be made any time until the Commission begins its vote on the motion to decide the application.
2. A written notice of withdrawal shall be addressed to the Commission and put on file at the planning office or at a meeting of the commission
3. An oral withdrawal shall be effective only if made at the meeting at which the Commission is considering the application. The oral withdrawal shall be noted in the minutes and the applicant shall supply written notice of that withdrawal in a letter to the Commission filed at the planning office within 7 days of that meeting. Failure to do so shall not render the oral withdrawal void.

G. COAs, length in force, extensions COAs remain in force for one year from the date of approval. If an extension is needed, an application to extend the expiration date must be submitted sixty days before the one-year period is up and approved before work may resume after the one-year period. The Commission may grant an application to extend the expiration date of a previously issued COA unless the Commission finds that there has been a substantial change in circumstances which require a new COA application or if an enforcement action has been undertaken with regard to the regulated activity for which the permit was issued.

H. Changes in plans, penalties for proceeding with a Changed Plan Any proposed modification of an approved Certificate of Appropriateness shall be submitted to the Commission for approval prior to any work being done not in accord with the approved COA. The Commission may approve a modified COA without a public hearing unless it determines such proposed modifications to be a substantial and material change to the approved COA in which event it shall call a public hearing prior to activity on the proposed application for a modification. Proceeding on a project which deviates from an approved plan, constitutes a violation of these regulations and the approved COA, and is subject to a civil penalty and other enforcement options.

IV. HEARINGS and PUBLIC NOTICE

- A. Hearings required for COA:** The Commission shall hold a public hearing on all applications for a Certificate of Appropriateness unless the Commission determines that such application involves items not subject to approval by the Commission.
- B. Scheduling hearings:** The Commission shall fix a reasonable time and place for such hearing.
- C. Giving public notice:** The Commission shall cause notice of each public hearing to be held, to be published in a newspaper having a general and substantial circulation in the Town, not more than fifteen days, nor fewer than five (5) days before the hearing. The notice shall state the date, time, and place of the public hearing, the purpose of the hearing, including a reference to any material available for public inspection; and any additional information that is necessary to fairly inform those affected by the requested action. Notice of the public hearing shall also be sent to the applicant by certified mail, return receipt requested, not fewer than 15 days before the date of the hearing.
- D. Notifying Abutters:** Upon the scheduling of a public hearing by the town staff, the applicant shall send by postage prepaid letter or postcard a copy of the legal notice of this hearing, to all abutting property owners as reflected in the current Grand List at least seven (7) days in advance of the public hearing. The mailing shall contain the text of the public hearing notice and shall specify the date of the public hearing. The applicant shall then file with the Commission no later than at the beginning of the public hearing, an affidavit (notarized letter) confirming that the notice was mailed and to whom, listing names, property addresses, and mailing addresses (if different from property addresses).

V. CONSIDERATIONS IN DETERMINING APPROPRIATENESS

- A. Deliberations:** In its deliberations on what constitutes appropriateness, the Commission shall act only for the purpose of controlling the erection, alteration or demolition of buildings or structures, and installation or alteration of signs and parking areas that are incongruous with the historic or architectural aspects of the district.

In passing on appropriateness as to exterior architectural features, buildings or structures, the Commission shall consider, in addition to other pertinent factors, the type and style of exterior windows, doors, light fixtures, signs, above-ground utility structures, mechanical appurtenances and the type and texture of building materials.

In passing upon appropriateness as to exterior architectural features the commission shall also consider, in addition to any other pertinent factors, the historical value and significance, architectural style, scale, general design, arrangement, type of building materials of the architectural features involved, their relationship to the architectural style and pertinent features of other buildings and structures in the neighborhood.

If, after deliberation, the Commission determines that the proposed construction, alteration, sign, light fixture, parking area, moving, or demolition will be appropriate, it shall issue a COA.

B. Design Criteria

1. for Existing Buildings and Structures

- a. Architectural characteristics:** The existing dimensions and proportions of any exterior architectural feature shall be preserved whenever possible. Permitted changes should be confined to those that would reverse inappropriate changes already in place. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall be avoided.
- b. Ornamental features:** All historic ornamental features, no matter how small, shall be preserved, restored, and/or precisely replaced with exact replicas, preservation of originals being the more preferable choice. Ornamental features are not to be supplemented except to replace originals that were lost previously.
- c. Repair, Replacement, Use of Substitute Materials.** Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved. If deteriorated they should be repaired; if repair is not possible, then the features should be replaced with new features matching the old in design, texture, coatings and finishes, and other visual qualities, and where possible, materials. If it is not feasible to use the original materials, then replacement with substitute materials approved by the Commission may be allowed. Replacement of missing features shall be substantiated by documentary, physical, pictorial evidence, or testimony.

2. New Construction (free-standing building on an empty lot):

- a.** New construction should be consistent with the scale of the surrounding structures in terms of building height, width, proportion of height to width, proportion of wall area to door and window openings, rooflines, size of overhangs, setbacks, and other

8. **Lighting** The Commission shall regulate all light fixtures in the historic districts in regard to design, materials, finish, size and location; direction of and intensity of emitted light. Applications requiring other permits may be required to meet additional standards set forth in the town's lighting and/or safety codes.

a. **Residential**

Historic lighting fixtures should be maintained and repaired as needed. If replacement is necessary, the replacement fixtures should resemble the old fixtures as closely as possible; period fixtures of a different appearance may be used if documentation for them exists. If new fixtures are used as replacements for, or in addition to existing fixtures, the new lighting should be shielded, of low intensity, and simple in character. Lighting for walkways or driveways should be low, casting light only on the surface. Residential security lights will be considered on a case-by-case basis. Lighting for home business parking areas will be considered on a case-by-case basis.

b. **Streets/Sidewalks, Commercial Buildings/Parking Lots**

Lighting fixtures for streets/sidewalks and commercial parking areas within the historic districts must be harmonious in design, scale, and materials with the character of the historic district or portion thereof where such fixtures are located. No mercury vapor lights shall be used. Existing historic lighting fixtures in public areas may be retained and used with low wattage bulbs or gaslights along with a contemporary lighting system which meets code requirements.

c. **Lighting for public buildings and their parking areas** will be considered on a case-by-case basis.

9. **References for Research:** In its deliberations and decision-making on what constitutes appropriate change, the Commission may consult the following, all of which are available at the Town Planning Office:

a. ***Cheshire Historic District Study Committee's Preliminary Report*** (December 2003) which consist detailed photographic and written descriptions of all HD buildings, outbuildings, and settings thereof, including their architectural and historical significance

b. ***Historic District Commission Catalog of Historic District Properties*** (March 2005), a photographic record of architectural features

c. ***Historic Resource Survey of the Town Center Area of Cheshire Connecticut***. 1986. Town of Cheshire and Connecticut Historical Commission.

Notes: Funded by the Department of the Interior, National Park Service, through the Connecticut Historical Commission, under provisions of the National Historic

Preservation Act. With additional funding from the town of Cheshire, CT. Survey Director for this project was Matthew Roth, who did the fieldwork, photography, and historical research, assisted by Bruce Clouette and Nancy Chernock; together with Robert Griffith with performed the map work; all of whom worked for Historic Resource Consultants of Hartford, CT.

- d. ***United States Department of the Interior: "Secretary of the Interior's Standards for the Treatment of Historic Properties, with Guidelines for Preserving , Rehabilitating, Restoring and Reconstructing Historic Buildings."***

VI. DECISIONS

- A. Number of votes needed** In order to issue a Certificate of Appropriateness, the Commission must have a concurring vote of not less than three (3) of the Commission members or alternates seated as members.
- B. Deadlines for making decisions:** Decisions for a Certificate of Appropriateness must be rendered within sixty-five (65) days after the filing of an application with the Commission. Failure on the part of the Commission to act within the sixty-five (65) day period shall constitute an approval and no other evidence of approval shall be needed.
- C. Written notice of decision:** When the Commission acts upon an application, it shall submit written notice of its decision to the applicant. Should the Commission deny the Certificate of Appropriateness, the reasons for the denial, including the basis for its conclusion, shall be placed upon the Commission's records and included in the notice sent to the applicant. The notice to the applicant may also include recommendations relative to design, arrangement, texture, material and other similar features. The Commission is empowered with the authority to issue a Certificate of Appropriateness with stipulations on design, arrangement, texture, material, and other similar features.
- D. Appeals of decisions** can be made to the superior court within fifteen days from the date when the decision was made, in accordance with details stated in Connecticut General Statute 7-147i.

VII. ENFORCEMENT

The Zoning Enforcement Officer and/or the Building Official, or their respective designees, as may be appropriate, are designated to be the Enforcement Officers of the Historic District Regulations pursuant to the authority granted in these regulations and Section 7-147h of the General Statutes. The powers and duties of the Enforcement Officers shall be as prescribed by state statute and local ordinance, and in addition to those delegated by the Commission. If any provision of these regulations has been violated, the Commission and/or its duly authorized agent may, in addition to any other remedies, institute an action in the Superior Court as provided by the Connecticut

General Statutes which said court shall have jurisdiction to restrain such violation and to issue orders directing that the violation be corrected or removed. Any penalties imposed by the courts will be in accordance with Section 7-14 7h (b) of the Connecticut General Statutes.

VIII. AMENDMENTS

These Regulations may be amended or repealed in a manner provided by the Historic District Ordinance Section 2-83 at the initiation of the Commission. All proposed amendments shall be considered at a public hearing. Notice of the time and place of such hearing shall be published in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the Town not more than fifteen (15) days nor less than five (5) days before such hearing. A copy of the proposed regulation or amendment thereto shall be filed in the Town Clerk's office and the Commission's office not less than fifteen (15) days before the hearing and the notice of hearing shall so state.

The adoption of any such regulations, or amendments thereto, shall require the concurring vote of not less than three (3) members of the Commission.

IX. SEPARABILITY

If any section, subsection, paragraph, sentence, clause or provision of these Regulations shall be adjudged invalid, such adjudication shall apply only to the section, subsection, paragraph, sentence, clause or provision so adjudged invalid, and the remainder of these Regulations as they shall now or hereafter exist, shall be deemed to be valid and effective.

X. EFFECTIVE DATE

These Regulations shall become effective on the 21st day following the public notice of its passage by vote of the Commission, providing a copy of the adopted Regulations shall have been filed in the office of the Town Clerk and a public notice of the Commission's decision shall have been published in a newspaper having a substantial circulation in the municipality, and a public hearing having been held prior to the Commission's vote.

Revisions to these regulations adopted by the Commission shall become effective by following the same procedures and schedule as stated above.

APPENDIX A. Materials Required for COA Applications New Buildings and Additions

- Map
- Color photographs of existing building and its setting
- Description of project
- Assessor's map showing lot # and abutting lot #'s; indicate building on site plan drawn to the scale of 1 inch = 20ft
- Exterior building elevations
- Floor plan
- Descriptive brochures and samples of proposed materials

Locations identified where materials are in place on other buildings

List of pertinent websites (of manufacturers, etc.)

- Historic photographs, if pertinent to a proposed addition
- GIS Map of district, if available
- Such other information as may be required by the Commission

Major Restoration, Rehabilitation

- Assessor's map showing lot # and abutting lot #'s; indicate building(s) on map
- Color photographs of existing building and its setting
- Exterior building elevations
- Description of project
- Descriptive brochures and/or samples of proposed materials;
Locations identified where materials are in place on other buildings;
List of pertinent websites (of manufacturers, etc.)
- Historic photographs, if pertinent to the proposed work
- GIS map of district, if available
- Such other information as may be required by the Commission

Less Extensive Exterior Changes

- Color photograph of building or portion thereof
- Description of project
- Descriptions of materials (samples or brochures)
- Historic photographs if pertinent to the proposed work
- List of pertinent websites
- Location where materials are in use, for viewing by commissioners

Repairs, Replacements, Minor Work (Determination of Exemption from COA)

- Color photograph of building
- Description of project
- Description of materials (samples or brochures)

Work not visible from any public way (Determination of Exemption from COA)

- Description of project
- (Photograph taken from public way demonstrating that the work will not be visible)
- Diagram showing location of proposed work
- Schematic showing that the work in its proposed dimensions will not be able to be seen from the public way

Site Changes: parking areas, drives, and walks

- Color photographs of site and its larger neighborhood context
- Description of project including accommodations for drainage and landscaping
- Description of proposed materials, including photographs, brochures, and / or samples

Site Changes: fences, walls, and other site features

- Site plan drawn to the scale 1 inch = 20 feet

- Architectural elevations
- Description of proposed materials, including photographs, brochures, and / or samples
- Color photographs of site and its larger neighborhood context
- Topographical Map

Site changes: signs

- Photograph of building and its neighboring buildings along the street
- Architectural elevation of proposed sign and mounting, including building, when building- mounted
- Site plan showing sign in its proposed location, when sign is freestanding
- Description of materials and illuminations including literature about or pictures of the proposed lighting fixtures
- Description of proposed materials, including photographs, brochures, and / or samples
- Details and specifications for proposed brackets/hangers or other supports

Demolition or Removal of Buildings

- Site plan: include location of trees larger than 4" diameter at 4' from ground, and site features such as fences, walls, walkways, etc.
- Color photographs of all sides of the building to be demolished
- Color photographs of the building with adjacent buildings and setting
- Sketch of, and description of, what the site will look like after the demolition or moving, if no building is proposed
- If new building is proposed, follow procedures for New Buildings and Additions as stated above.

APPENDIX B. Fee Schedule for Applications

It is anticipated that the Town Council will fix a fee schedule by ordinance.

APPENDIX C. Distinctive Characteristics of Each Historic District and/or Neighborhood (These are the predominant elements of buildings and places.)

“These regulations shall amplify the statutory standards by setting forth relevant design criteria which relate to each district, which criteria describe or define the history, period, or style of the architectural features, which are necessary to preserve the distinctive character of the buildings and places of each district.” (Historic District Ordinance, Cheshire CT)

Cornwall Avenue-Town Center District
Cornwall Avenue, Main St, South Main St, Church Dr, Academy Rd, Highland Avenue

UNIFYING CHARACTERISTIC of THIS DISTRICT

Domestic Architecture

- Built as residences, 18th, 19th, and early 20th century
- Two or three stories tall
- Front doors facing street
- Ornamentation of front doorway
- Windows with divided lights
- Walkways to front door
- Wood clapboard siding
- Stone foundations
- Chimneys
- Planted setback areas
- Outbuildings at rear
- Sidewalks
- Parking at rear

Cornwall Avenue/Preston Terrace Neighborhood
(Cornwall Avenue-Town Center Historic District)

DISTINCTIVE CHARACTERISTICS: BUILDINGS AND PLACES

Residential Buildings, Single-family

- Early 20th century architecture
- Front and side porches
- Ornamentation of front doorway
- Windows with divided lights
- Stone foundations (quarried brownstone)
- Chimneys
- (Rooflines and other style elements vary from house to adjacent house)
- Front doors facing the street
- Outbuildings in rear

Places (Setting)

- Even setbacks from street
- Front walkways (sidewalk to front door)
- Side Driveways leading to rear detached garages
- Continuous (unfenced) front lawns
- Planting strips between sidewalk & street (north side; canopy trees)
- Mature trees (both sides)
- Sidewalks (north side)
- Road width, narrow enough to cross fairly easily on foot

Town Center Area: Main St, South Main St, Academy Road

(Cornwall Avenue-Town Center Historic District)

DISTINCTIVE CHARACTERISTICS: BUILDINGS AND PLACES

Buildings: Mixture of public, religious, educational, and residential

National Register designation (as part of a district), on National Register of Historic Places

Notable architecture (Clouette and Roth survey)

Historical significance (Clouette and Roth survey)

Domestic Architecture Predominates: 18th and 19th Century Homes

Two or three stories in height

Front doors facing street

Wood clapboard siding

Outbuildings at rear

Places (Setting)

Planted setback areas

Walkways to front door

Sidewalks

Parking at rear of buildings

**South Brooksvale Historic District
(Includes one home on Mount Sanford Road)**

DISTINCTIVE CHARACTERISTICS: BUILDINGS AND PLACES

Buildings: Residential, 18th and 19th century

Houses vary in architectural style and in size

Natural building materials: wood, rubble stone, cut brownstone

Outbuildings at rear

Front doors face the street

Ornamentation of front doorway

Windows with divided lights

Few lighting fixtures in use (low light levels at night, rural character)

Places (Setting) The rural character of this district is conveyed by its setting.

Open space (50+ acres)

hayfields, bounded by low stone walls (cherished view from public road)

woods, wet meadow, brook/waterfall

Stone bridge, stone walls, stone gateposts (some with light fixtures in them)

Road width and configuration

Mature Trees both sides

Deep Setbacks

Large spaces between homes

Side Driveways, detached garages

No fencing (stone walls delineate front boundaries and hayfields)

No sidewalk