



OLD LYME HISTORIC DISTRICT COMMISSION

Application for a

CERTIFICATE OF APPROPRIATENESS

INSTRUCTIONS: Type or print all information. Enclose an application fee of \$40.00, payable to the Town of Old Lyme. Attach the materials noted in items 7 and 9 below. Email this form and all attachments to the Old Lyme Historic District Commission (HDC) at the address in the header of this form or send the material to the HDC at Memorial Town Hall, 52 Lyme St., Old Lyme, CT 06371.

NOTES:

- A Certificate of Appropriateness (CofA) is required before exterior structures in the Old Lyme Historic District (HD) are built or modified, if any portion of them is visible from Lyme Street or another public way. Structures include new buildings, building additions, swimming pools, driveways, walkways, parking lots, all signs, fences, roofing, walls, windows, living hedges, exterior lighting, HVAC units, generators, propane tanks, exterior stairs or ramps, shutters, etc.
- The Old Lyme Historic District Commission (HDC) is required to approve or deny a CofA following submission of a CofA application, payment of required fees, and a public hearing.
- A CofA is also required before a building is demolished.
- If your project involves repairing or replacing an existing structure with a structure identical in all respects (e.g., location, size, height, appearance, and material), file a Like for Like form before work is undertaken, rather than a CofA application. No fee is due and no hearing is required with a Like for Like application.
- If you are proposing a significant project, we strongly urge you to discuss your plans with the HDC at one of its regular meetings before filing this application. The HDC meets at 9:00 a.m. on the first Monday of every month except August. If the first Monday is a holiday, the HDC will meet on the second Monday.
- For all projects, please leave enough time for any discussions and completion of a CofA hearing before you order material or begin work. Please also leave enough time to obtain required approvals for your project from other town or regional boards, departments, or commissions. The HDC must approve a CofA application before you seek required approvals from the Zoning Commission, the Building Department, the Tree Commission, or other town or regional boards, departments, or commissions.
- For more information, consult the Historic District Handbook, or visit <https://www.oldlyme-ct.gov/historic-district-commission>

1. **OWNER(S):** _____ **PHONE NO:** _____

MAILING ADDRESS: _____ **EMAIL ADDRESS:** _____

2. **PROPERTY AS SHOWN ON ASSESSOR'S MAP:**

Street & No. _____ Map No. _____ Plot No. _____

3. **TYPE OF CONSTRUCTION:** ☐ Dwelling ☐ Outbuilding ☐ Commercial Structure ☐ Sign ☐ Other (includes fencing or stone/masonry wall, pool/spa, living hedge, exterior lighting, driveway, walkway, parking area, HVAC unit, generator, propane tank, etc.)

4. **NATURE OF WORK TO BE DONE:** ☐ New ☐ Renovation

5. **NAME, ADDRESS, AND PHONE NO. OF CONTRACTOR AND/OR ARCHITECT:**

6. **ESTIMATED START DATE:** _____ **COMPLETION DATE:** _____

7. **NAMES AND MAILING ADDRESSES OF ABUTTING AND OPPOSITE PROPERTY OWNERS:** Attach this information, which is available from the Assessor's Office in the Town Hall, on a separate sheet.

8. **DETAILED DESCRIPTION OF WORK TO BE DONE:** Include this description for all CofA applications in the space below; attach separate sheet(s) if needed. Include measurements (height, width, and depth);

locations and distances from buildings, walkways, and street; specific materials to be used; manufacturer (and model number if applicable); colors of materials (except paint colors), etc.

DETAILED DESCRIPTION OF PROJECT:

9. **ATTACHMENTS CONCERNING PROJECT:** For buildings or building additions, you must attach a site plan and scale drawings. Photos of the location and materials, samples of materials, and manufacturer brochures containing specifications or descriptions are helpful to the Commission, and you are urged to submit them. Samples of materials may be dropped off at the Selectman’s Office in the Town Hall.
ATTACHED ARE: ☐ Site plan ☐ Scale drawings ☐ Photos ☐ Brochure containing specifications or descriptions ☐ Samples of materials
10. **SIGNATURE(S) OF ALL OWNER(S):** _____ **DATE:** _____
_____ **DATE:** _____

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To be completed by the Historic District Commission

The Old Lyme Historic District Commission on _____ (date) rendered the following decision:
CofA is ☐ approved ☐ denied ☐ approved subject to the stipulations stated below:

This approval is in effect from _____ to _____. Contact the HDC if an extension is needed.

NO substitutions or changes from what the HDC approved in the CofA are allowed. If substitutions or changes are desired, a new, updated CofA application must be submitted to the HDC and must be approved before work on such changes commences.

Signature of Chair or Co-Chair of the Historic District Commission: _____