

TOWN OF CANTON
COLLINSVILLE HISTORIC DISTRICT COMMISSION

Application for
CERTIFICATE OF APPROPRIATENESS

Application is hereby made for the issuance of a
CERTIFICATE OF APPROPRIATENESS
for the proposed work described below

Application # _____
Date Received _____

Check if ADVISORY ONLY

Address of Proposed Work _____

Owner Name _____ Home Phone _____
Address _____ Cell Phone _____
Email _____ Other Phone _____

Agent or Contractor _____ Town _____
Email _____ Bus. Phone _____

Proposed work is: Type of structure:
 New Construction Residential Building
 Addition Commercial Building Approx. start date _____
 Modification Industrial Building
 Relocation Accessory/Out Building
 Demolition Other: _____ Approx. end date _____

EXPLANATION OF WORK: _____

NOTE: Additional explanatory materials (drawings/photographs/catalog sheets/etc.) must accompany application. Spec sheets or catalog pages are acceptable for doors and windows. (See page 2.)

I state that, to the best of my knowledge, the proposed work is accurately described.

(Signature of Owner)
(Signature of Applicant)

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Referred to Collinsville Historic District Commission for Public Hearing on (date) _____
Notice of Public Hearing published (date) _____ in Valley Press Hartford Courant Other _____

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COMMISSION ACTION

<input type="checkbox"/> Application APPROVED as submitted	Explanation of modifications, stipulations, or other action: _____ _____ _____ _____ _____
<input type="checkbox"/> Application APPROVED as modified [right]	
<input type="checkbox"/> Application APPROVED as stipulated [right]	
<input type="checkbox"/> Application DENIED	
<input type="checkbox"/> w/o prejudice for insufficient supporting data	
<input type="checkbox"/> Application WITHDRAWN	
<input type="checkbox"/> Other action [right]	

Signed _____ Chairman, CHDC Date _____

The following is intended to assist the applicant by providing examples of accompanying materials that would facilitate the Commission's evaluation of an application. These are suggestions only and do not represent either a set of requirements nor a comprehensive list of possible materials.

The intent of providing accompanying materials is to provide whatever information in whatever format that would allow a layperson (that is, a person without any formal background in construction, architecture, or design) to visualize the proposed changes upon their completion. In the case of major construction projects, architectural drawings are usually suitable. Digitized before-and-after photos of the structure as it exists (before) and with superimposed modifications (after) may also be helpful.

For doors, windows, and similar materials, a manufacturer's specification sheet and/or a catalog detail page is ideal. Other information helpful in the assessment of the proposed project might include:

Description, drawing, or photo of existing structure(s)

Description, drawing, or edited photo of proposed changes

Description and/or site plan showing orientation to compass, streets, and/or adjacent structures

Examples: "windows on west side of house facing Main Street"

"walkway from south-facing front door to Front Street curb"

Material of components to be removed/replaced

Material of new/replacement components

Examples: "aluminum-clad solid wood door"

"concrete pavers with bluestone steps"

Dimensions

Examples: "4'h x 2'w window with 1.5" frame"

"5' wide x 100' walkway"

Color, if integral to the material (versus surface color, e.g. paint or stain)

Hardware

Examples: doorknob make & model

fence gate hinges & latch style

Composition

Examples: "6 over 6 true divided light double hung window"

"8' vertical slat solid privacy fence"