



HISTORIC DISTRICT COMMISSION

Town of Ridgefield, Connecticut

400 Main Street

Ridgefield, Connecticut 06877

www.ridgefieldct.org

CERTIFICATE OF APPROPRIATENESS APPLICATION

Filing Instructions: Questions: Please email **Dan O'Brien** at dobrien@whitney.com.

**Acknowledged
By Initial**

1. Submit to Town Clerk's Office (with a \$50 application fee payable to Town of Ridgefield) in **DUPLICATE two (2) copies of architectural drawings and property photographs (showing structure location, view from street, and exterior features to be altered)**.
If not applicable, state reason: _____
2. At the hearing, provide samples or catalogue photos/descriptions of proposed materials.
3. Email a copy of Application and plans as filed to Dan O'Brien at dobrien@whitney.com.
4. Read the Commission's relevant Design Guidelines pertaining to planned work. For Design Guidelines and other Commission information and procedures, go to ridgefieldct.org/historic-district-commission.
5. Applications need to be submitted no later than ten (10) days prior to the meeting date in order that legal notice of the agenda item may be published in the press. Commission meetings are generally held on the third Thursday of the month at 6:30 p.m. at Town Hall (Bailey Avenue entrance).

1. Property Address: _____

2. Applicant's Name: _____ Address: _____

Phone: _____ Email: _____

Relationship to Owner: _____

3. Property Owner Name: _____ Address: _____

Phone: _____ Email: _____

4. Provide Itemized Listing of Each Proposed Exterior Change:

- a. _____
- b. _____
- c. _____
- d. _____

5. Work to Be Performed by: Owner _____ Contractor _____ Other _____

6. Architect Engaged? Yes _____ No _____ Not Applicable _____
(If yes, provide name and contact information)

Signature of Owner or Authorized Agent
(If Authorized Agent, please attach letter from
Owner acknowledging such agency.)

Print Name