



**HISTORIC DISTRICT COMMISSION**  
**Town of Ridgefield, Connecticut**  
400 Main Street  
Ridgefield, Connecticut 06877  
[www.ridgefieldct.org](http://www.ridgefieldct.org)

**CERTIFICATE OF APPROPRIATENESS APPLICATION**

**Filing Instructions:**

1. Complete application with a \$50 application fee (payable to Town of Ridgefield).
2. Submit to Town Clerk's Office in **DUPLICATE** with **four (4) copies of architectural drawings and property photographs (showing structure location, view from street, and exterior features to be altered).**
3. At the hearing, provide samples or catalogue photos/descriptions of proposed materials.
4. Commission meetings are generally held on the third Thursday of the month at 7:30 p.m. at Town Hall (Bailey Avenue entrance).
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.
6. Questions: Please email Dan O'Brien at [dobrien@whitney.com](mailto:dobrien@whitney.com). For Commission information and procedures, go to [ridgefieldct.org/historic-district-commission](http://ridgefieldct.org/historic-district-commission).

1. Property Address: \_\_\_\_\_
2. Applicant's Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Relationship to Owner: \_\_\_\_\_
3. Property Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
4. Provide Detailed 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 \_\_\_\_\_  
(If yes, provide name and contact information)
7. Read the Commission's relevant Design Guidelines\* pertaining to the planned work?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner or Authorized Agent\*\*

\_\_\_\_\_  
Print Name

\* For Design Guidelines, go to [ridgefieldct.org/historic-district-commission](http://ridgefieldct.org/historic-district-commission).

\*\* If Authorized Agent, please attach letter from Owner acknowledging such agency.