

**BRISTOL HISTORIC DISTRICT COMMISSION  
CITY OF BRISTOL, CONNECTICUT  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

APPLICATION NO. \_\_\_\_\_

DATE FILED: \_\_\_\_\_

The undersigned Applicant hereby applies for approval of a Certificate of Appropriateness for the proposed work described below:

Address of the Property: \_\_\_\_\_

Assessor's Map No.: \_\_\_\_\_ Assessor's Lot No.(s): \_\_\_\_\_ Est. Value of Proposed Work: \_\_\_\_\_

*Nature of Proposed Work (check all that apply):*

- |  |  |                                 |
|--|--|---------------------------------|
| <input type="checkbox"/> New Construction/Installation | <input type="checkbox"/> Roof          | <input type="checkbox"/> Fence  |
| <input type="checkbox"/> Addition/Renovation           | <input type="checkbox"/> Windows/Doors | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Alteration/Replacement        | <input type="checkbox"/> Porch/Deck    | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Demolition/Removal            |  |                                 |

Proposed Work Will Be Done On:  Main Building  Accessory Structure  Other (including land)

Brief Description of Proposed Work: *(attach additional sheet if needed)* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this property been subject to Historic District approval before?  Yes  No

Has the work being proposed on this application already been started and/or completed?  Yes  No

APPLICANT (If more than one, list each separately) CHECK ONE:  owner  other: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature (Printed/Typed): \_\_\_\_\_

OWNER(S) OF RECORD (If other than Applicant; if more than one, list each separately)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature (Printed/Typed): \_\_\_\_\_

***For Office Use Only***

Date of Public Hearing: \_\_\_\_\_

Building Permit Required?  Yes  No

Date of Commission Decision: \_\_\_\_\_

- Decision:  Approved  With Conditions  See Attached  
 Denied  With Modifications  
 Withdrawn

Signed: \_\_\_\_\_

Chairman/Secretary, Bristol Historic District Commission

Date

**THIS APPLICATION MUST BE FILED BY 12 NOON ON THE DEADLINE DAY FOR APPLICATION SUBMISSION – NO EXCEPTIONS!**

**CITY OF BRISTOL, CONNECTICUT  
SUPPLEMENTARY INFORMATION**

*For Office Use Only*  
APPLICATION NO. \_\_\_\_\_

Address or location of property: \_\_\_\_\_

**ADDITIONAL INFORMATION/COMMENTS (click inside the box below and begin typing)**

**ADDITIONAL APPLICANT**

Name: \_\_\_\_\_ CHECK ONE: [ ] owner [ ] other: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature – (Printed/Typed) \_\_\_\_\_

**ADDITIONAL OWNER(S) OF RECORD**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature – (Printed/Typed) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature – (Printed/Typed) \_\_\_\_\_

**(OPTIONAL) SEND COPIES OF ALL CORRESPONDENCE TO:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**CITY OF BRISTOL, CONNECTICUT  
SUPPLEMENTARY INFORMATION**

*For Office Use Only*  
APPLICATION NO. \_\_\_\_\_

Address or location of property: \_\_\_\_\_

**ADDITIONAL INFORMATION/COMMENTS (click inside the box below and begin typing)**

**ADDITIONAL APPLICANT**

Name: \_\_\_\_\_ CHECK ONE: [ ] owner [ ] other: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature – (Printed/Typed) \_\_\_\_\_

**ADDITIONAL OWNER(S) OF RECORD**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature – (Printed/Typed) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature – (Printed/Typed) \_\_\_\_\_

**(OPTIONAL) SEND COPIES OF ALL CORRESPONDENCE TO:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**BRISTOL HISTORIC DISTRICT COMMISSION  
CITY OF BRISTOL, CONNECTICUT  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

**The following shall be included as part of this application:**

- filing fees – administrative approvals with a estimated value of proposed work under \$1,000 pay no fee but must file an application and be approved by the Chairman of the Commission after staff review.

Estimated Value of Proposed Work (make checks payable to "City of Bristol")

Up to \$5,000	\$50
\$5,001 to \$10,000	\$100
\$10,001 to \$50,000	\$150
\$50,001 to \$100,000	\$200
\$100,001 and greater	\$250

- four copies of plans, maps, sketches, drawings, photographs, or other such documentation as may assist the Commission in its evaluation of the application, such as (but not limited to) the following:
  - photographs of existing building elevations and/or site conditions that will be affected by the proposed work
  - scaled drawing(s) of proposed work that indicates the location, dimensions, materials, colors, etc. of the proposed work; for new construction or an addition, such drawing(s) must clearly show the relationship between the proposed work and the existing structure
  - manufacturers' product literature and/or specification sheets

**Application Submission Requirements – Adopted 5-3-12**  
**Bristol Historic District Commission**  
[www.bristolct.gov/hdc](http://www.bristolct.gov/hdc)

	Demolition & Removal	New Construction	Additions & Alterations	Site Improvements [see Note 1]
<b>SUPPORTING MATERIALS</b>				
Photograph(s) of the existing building/structure (or property, if vacant); photos should be taken at several angles from the adjoining street	M	M	M	M
Close-up photograph(s) of each existing building or site feature proposed to be altered	M		M	M
Manufacturer's product literature for each proposed pre-fabricated feature or material (windows, roof shingles, doors, fences, bricks, etc.); literature should contain a photograph or illustration		M	M	M
Property map; survey map if required by the Building Dept. for the project	M	M	M	M
Architectural drawings (drawn to scale) of all proposed facades, indicating finish material, dimensions, color, and style of each proposed feature		M	M	
Historic photographs of the property [see Note 3]	D		D	D
A written report, prepared and signed by an engineer licensed in Connecticut, regarding the structural condition of the building/structure; such report shall include an explanation of any practical difficulty or hardship which would preclude preservation/rehabilitation of the building/structure	D			
Perspective drawing(s) or equivalent three-dimensional graphic illustration(s) of the proposed building/structure		D		
Photograph(s) of the buildings/structures located immediately adjacent to the subject property; photos should be taken from the adjoining street		M	D	D

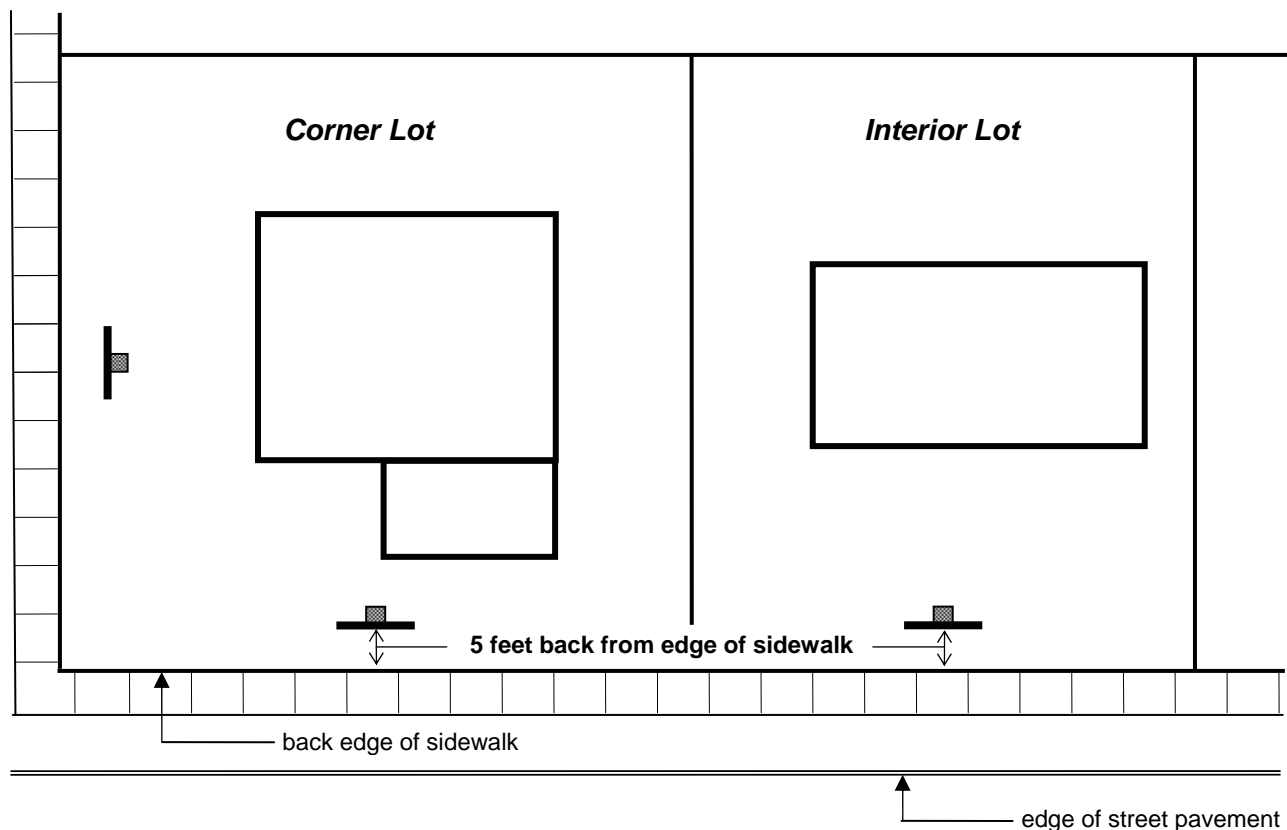
**NOTES:**

- (1) Site improvements include fences, walls, driveways, walkways, etc.
- (2) M = Mandatory (required by the Commission); D = Discretionary (may be required by the Commission).
- (3) Potential sources of historic photographs include the Bristol Historical Society and the Bristol Room at the Bristol Public Library.

# POSTING OF PROPERTY

Bristol Historic District Commission

- A "notice of public hearing" sign or signs shall be posted on any property which is the subject of a public hearing before the Bristol Historic District Commission.
- A minimum of one sign shall be posted facing each street on which the property has frontage.
- A minimum of two signs shall be posted on corner lots and through lots, one facing each street.
- The sign(s) shall be posted no more than 5 feet back from the back edge of the sidewalk and shall be visible and readable from the street for the entire time of the posting
- The sign(s) shall be posted at least 7 days before the public hearing and removed within 5 days after its completion. The 7 days shall not include the day that the sign is first posted or the day of the public hearing
- The required sign(s) shall be provided to the applicant by the Bristol Land Use Office. The applicant shall leave a deposit of \$25 per sign. If the sign is returned to the Land Use Office in good condition (subject to normal wear and tear), the deposit will be returned in full to the applicant; if the sign is not returned to the Land Use Office or is returned in damaged or otherwise unusable condition, the deposit will be kept in full by the city and used to pay for a replacement sign.
- Failure to post the sign(s) in compliance with the requirements outlined herein may result in a postponement of the public hearing by the Commission.



Plan View/Not to Scale