

**MILFORD HISTORIC DISTRICT NO. 2
SOUTH OF THE GREEN**

APPLICATION FOR APPROPRIATENESS – PROCESS

Applications

1. A property owner in a historic district desiring to erect, alter, restore, move or demolish any building must first obtain an application for a Certificate of Appropriateness from the Commission. The application fee shall be seventy-five dollars and no cents (\$75.00). The application shall be filed with the Clerk of this Commission or in the City Clerk's Office. Checks shall be made payable to the "Milford Historic District No. 2 South of the Green".
2. Applications must be received by the Commission not less than fourteen (14) days before the regularly schedule meeting of the Commission.
3. Copies of the application along with maps, plans and all other information provided to the Commission shall be sent to all members of the Commission, as well as a copy to be deposited with the City Clerk.
4. In addition to the application for a Certificate of Appropriateness the applicant shall also file with the Commission nine (9) copies of existing and proposed elevations, plot plan and photographs showing the relationship of the proposed structure or modifications to existing structures in the historic district. These elevations shall show front yard setback, height, massing and scale, to assure basic conformity with the historic district, shall be provided to all members of the Commission.
5. Upon receipt of a properly filed application, the Commission shall have published notice of the hearing on the application once in a local newspaper at least seven (7) and not more than fourteen (14) days before the hearing.
6. The Applicant shall present Certificates of Mailing showing that notice has been sent at least 5 days in advance of the hearing to each of the owners of land located within Milford Historic District #2 that is within 200 feet of the property for which the Certificate of Appropriateness is requested, as their names appear upon the last completed assessment roll of the City of Milford. The Applicant must state that plans are on file and can be viewed at the City Clerk's office.
7. The Clerk of the Commission shall send to the Building Department and/or Zoning department the decision on each application. If the application is approved or approved with modifications, a Certificate of Appropriateness shall accompany the approved plans and material list for that application. The Commission shall notify the applicant of the action taken by the Commission. Anytime a Certificate of Occupancy is required by the Building Inspector, the Commission shall work with the Zoning Department and Building Department to require that any as-built plans relating to the Certificate of Appropriateness, to be submitted to the Commission and signed off by the Chairman of the Commission prior to the issuance of a Certificate of Occupancy by the Building Department.