

SOUTH OF THE GREEN HISTORIC DISTRICT #2 COMMISSION

MILFORD, CT

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS – PROCEDURE MEMO

The City of Milford established the second historic district (District) and a commission, known as the Historic District #2 Commission and the South of the Green District Commission (Commission), to review all alterations or improvements to property within the District that are visible from a public street and to approve only such alterations or improvements that maintain the historic aspects of the District.

Certificate of Appropriateness

A Certificate of Appropriateness (COA) is a written approval from the Commission granting a homeowner permission to begin work on any new or existing structure which is visible from the street. Types of work include erecting new structures, remodels, repairs and demolitions. Typical COAs grant approvals for adding/replacing such things as fences, windows, doors, siding, signs and roofing. A COA is not required to paint or re-paint a structure.

Application Process

Before starting and/or scheduling any work (Work) to a property within the District, the property owner or its representative (Owner) should contact any Commissioner listed below and provide a summary of the Work. If the Work does not require a COA, the Owner will be provided with a letter stating that no COA is required. If the Work may require a COA, two Commissioners will meet and review the Work with the Owner and if it is determined that no COA is required, the Owner will be provided with a no COA is required letter.

If the Work requires a COA, then the Owner must prepare and submit a COA application package (Package). Everything needed for the Package including a [blank](#) application form, this procedure memo, a map of the District, the statute governing the Commission, a sample letter to send to adjacent property owners and other information about the District and the Commission, as well as a list of the current members of the Commission, are all located on the Commission's website at <https://www.ci.milford.ct.us/milford-historic-district-no-2-south-of-the-green>.

The Package must include one complete original application signed by the Owner in blue ink plus eight (8) complete packets with all of the following items:

- a. The application (and the application fee with the original);
- b. A narrative describing the Work;
- c. A site plan of the property as it currently exists; and
- d. Plot plans, design plans, elevations, renderings, and/or photographs and the like showing the Work. The site plan showing the Work shall also show front yard setback, height, massing and scales.

The Owner must submit the complete Package to the City Clerk's office or the Chair by the close of business on the Wednesday that is at least 14 days prior to the Commission's next scheduled regular meeting. Regular meetings are held the second Wednesday of each month. The application fee is \$100.00 and a check made payable to Milford Historic District # 2, South of the Green must be included with the original signed application form.

Upon receipt of the complete Package and fee, the Commission will review the Package. If complete, the application form will be dated and marked received, a copy will be delivered to the Owner and the Commission will publish notice of the hearing on the application (Hearing) once in a local newspaper at least seven (7) and not more than fourteen (14) days before the Hearing (or as otherwise permitted or required by law). If the Package is incomplete and cannot be completed prior to the 14th day prior to the Commission's next scheduled regular meeting, no Hearing will be scheduled and will be held over and scheduled at the next month's regularly scheduled meeting or the Package and fee will be returned to the Owner if the Owner so requests.

Upon receipt of a copy of the application marked received, the Owner should then prepare and mail a notice to all property owners whose property is within 200 feet of the property where the Work will take place and is within the District. The

notice must include the narrative description of the Work included in the Package and must indicate that additional photos, plans and specifications are on file at the City Clerk's office for review. The names and addresses of the relevant adjacent property owners may be obtained at [City Maps / GIS | Milford CT](#) (further instructions below) and must reflect the Owners' names and addresses as they appear on the last completed assessment roll of the City of Milford. These notices must be mailed at least five days prior to the date of the Hearing. At or before the Hearing, the Owner must deliver Certificates of Mailing from the Post Office as proof of sending of these notices at least 5 days prior to the date of the Hearing. A sample letter to adjacent property owners is located on the Commission's webpage and the proposed letter should be included in the Package for approval.

At the Hearing, the Owner will be called upon to explain the project and to answer questions from the Commissioners. Later in the same meeting, the Commission will vote on the disposition of the application. The Commission can vote to approve as is, approve with modifications and/or stipulations, disapprove, or table an application for a subsequent meeting.

After the Hearing, the Commission shall send to the Permitting and Land Use and/or Zoning Department, City Clerk and City Attorney the decision on each application. If the application is approved or approved with modifications or stipulations, a COA shall accompany the approved plans for that application. The Commission shall notify the applicant of the action taken by the Commission by delivering a copy of the COAs.

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 revisions after the date of the COA or as-built plans relating to the COA, are submitted to the Commission and signed off by the Chair of the Commission prior to the issuance of a Certificate of Occupancy by the Building Department.

Additional Information:

For property information and adjacent owners' names and addresses. Copy [City Maps / GIS | Milford CT](#) into your browser and click search. It will either open the city website page or offer you a search result. If a result, click on the result which should take you to the City Maps GIS Milford webpage. Click on Interactive Web GIS; enter the house number and the street address of the work address and click GO below the address box. FOR PROPERTY INFORMATION, click on SUMMARY CARD and obtain information from the summary card. FOR ADJACENT OWNER'S INFORMATION; click ZOOM TO GIS on the right hand side of the house information panels and you are brought to a map with the house and property outlined in red; click once inside the red outline; at the bottom of the menu that appeared, change 100 to 200 in the box next to Generate Mailing List and click on Submit at the end of same line; a list of the abutting owners within 200 feet of the property has appeared. You may saving it as an Excel file, top left, if you want to use any mail merge function to print envelopes; otherwise you can print it out.

For Certificates of Mailing: For Proof of Mailing: Getting a Certificate of Mailing from the Post Office is easier and less expensive than the alternatives such as registered or certified mails. For instructions and forms, insert "[Certificate of Mailing - The Basics \(usps.com\)](#)" in your browser, go to the search result which is the instructions page. Use form PS 3665. It is easier to complete the forms and have the envelopes addressed and stamped or ready to stamp and then bring it all to the Post Office.

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