

**MILFORD HISTORIC DISTRICT #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, fence or other structure must first obtain an application for a Certificate of Appropriateness from the Commission. Effective January 1, 2020 the application fee shall be one hundred dollars and no cents (\$100.00). The original and 9 copies of the application shall be filed with the Chair of the Commission. Checks shall be made payable to the “Milford Historic District # 2, South of the Green”.
2. Applications must be received by the Commission not less than fourteen (14) days before the regularly scheduled meeting of the Commission.
3. Nine (9) copies of the application, along with maps and all other information provided to the Commission shall be delivered to the Chairman of the Commission for “Received” date stamping. The Chairman will then require the applicant to file one appropriately filed copies with the City Clerk. The remaining copies will be made available to all Commission members.
4. Each of the nine packets of the application should include 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. Included in each packet will be a narrative description of the intent of the Application by the applicant, also copies of the notice sent to owners of land located within the 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.
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. At the public hearing the applicant shall present Certificates of Mailing showing that notice was 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. 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 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, 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 by delivering a copy of the Certificate Of Appropriateness 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 Chair of the Commission prior to the issuance of a Certificate of Occupancy by the Building Department.