



TOWN OF GROTON

HISTORIC DISTRICT COMMISSION

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STEPS TO SUBMIT AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

STEP 1 – PRE-APPLICATION MEETING:

The Pre-Application Meeting is an informal session held by the Historic District Commission (HDC) with an applicant prior to submission of a formal application. The meeting is optional but is highly recommended as it provides an opportunity to review application proposals with the Commission.

Items used to support application proposals:

- Photographs showing all facades of building(s) affected, photographs of nearby structures including streetscape scene.
- Plot plan showing property location.
- Copies of product literature with photographs for prefabricated site improvements, windows, doors, or siding, etc.

Depending on the extent of the proposed site improvements the following items may also be requested:

- Drawings (elevations) and floor plans of new, added or altered exterior elements.
- Drawings and specs for exterior lighting, signage, and fixtures showing size, materials, colors, lighting source, etc.

Completed applications for a Certificate of Appropriateness may be submitted to the Commission at a meeting or via the Town of Groton Building Department in person or by mail.

STEP 2 – PUBLIC HEARING

- Once an application is submitted, the Commission will schedule a public hearing and render a decision as to appropriateness no later than 65 days after the official receipt.
- Applicants will be notified in writing as to the date and time of the public hearing.
- Applicants are advised to bring multiple **printed** copies of the above items presented in support of their application. Only one set of photographs is required but these will be retained in the HDC file. The Commission may also request additional information as it deems necessary to make a determination as to appropriateness.

