

## HDC Checklist for Application Submission

Before we accept an application, please make sure you have met all the requirements for completeness:

- Application for Certificate of Appropriateness: Please complete each section with a full description written in the "Explanation of Application" section.
- Application fee of \$25.00 in cash or check (written to "Town of Wethersfield").
- Before you submit your application, decide on all the details of your proposal. Know what types of materials you will use and how the finished project will look.
- Provide supplemental visual examples including any drawings, plot plans, elevation drawings, line drawings, photographs, manufacturer cut sheets, and architectural drawings. Some of these visual examples of your plans may be a part of your application and each example is critical in helping the Commission understand your proposal. Professional drawings are not always required, but any visual images should be clear and detailed.
- This information should be included in completion when you submit your application. Remember to include details such as *siding, trim work, corner boards, hardware, masonry, gutters, railings, stairs, lighting, decking, fencing, retaining walls*. Please indicate on the plans where these items will be located as well as information detailing their construction.
- We do not accept emailed pictures/files. Please provide printed copies.
- Be sure that you and/or your contractor will be available for the Historic District Commission meeting date and time. At least one representative must be present during the meeting, prepared to present your information to the Commission.
- Homeowners: air conditioning condensers, generators, direct venting need to be noted for permits. While they do not require approval by the Commission, they do require Historic District Coordinator administrative approval. The preference of the District is to have all outdoor mechanicals located at the rear of the home or out of public view. If this is not possible, the unit must be screened with evergreen shrubbery of a proper height to obstruct public view. This information must be documented on a plot plan and must include a description/photo of the unit in order to obtain permits.