

For Commission Use only:

Date Application filed: _____

Deadline to Decide Application (65 days from filing): _____

Date legal notice published: _____ Newspaper: _____

Date of public hearing(s): _____

Date of Commission decision: _____

COMMISSION ACTION:

Application withdrawn by Applicant

Application denied. As required by CGS § 7-147d, when a certificate of appropriateness is denied, the commission shall place upon its records and in the notice to the applicant the reasons for its determination, which shall include the bases for its conclusion that the proposed activity would not be appropriate. The commission may make recommendations relative to design, arrangement, texture, material and similar features. Reasons: _____

Application approved as submitted

Application approved with conditions or stipulations as follows: _____

Signed: _____
Commission Chair / Commission Secretary

Date: _____

Section 5. **FORM AND CONTENT OF APPLICATIONS**

Applicants shall submit the following information, plans, and supporting documents, and **a total of nine (9) sets shall be provided** [For architectural plans and elevations, one full-size set of plans at least 24" by 36" shall be submitted, together with eight reduced-size plans 11" by 17". Architectural plans and elevations shall be at a scale of _ " = 1'. Details shall be shown at larger scale, minimum _ " = 1', or larger if required by the Commission]:

1. The application form required by the Commission, with all sections completed.
2. The application fee set by the Board of Selectmen of the Town of New Canaan (\$ _____)
3. Photographs of the subject property showing:
 - (a) existing conditions and details of any exterior architectural feature to be altered;
 - (b) the general location of the building or structure;
 - (c) the view from the public street, way, or place;
 - (d) any available samples of features, structures, or buildings to be added or erected.
4. Unless waived by the Commission, architectural plans and elevations showing all proposed alterations or erections of exterior architectural features, including a sight line elevation showing the view from the perspective of a six foot tall person standing on the adjacent public street, way, or place. Architectural plans shall include window schedules and other customary detail drawings showing the proposed detail for all exterior architectural features, and call-outs of all materials on the drawings comprising the materials makeup.
5. When a new building or structure is proposed, an A-2 survey showing the location of all existing buildings and structures, and the location of all proposed buildings or structures (minimum scale 1" = 20').
6. When an application is submitted by an agent, a written letter of authorization signed by the property owner.
7. When an application involves the installation or alteration of hardscape (such as terraces, patios, fences, walls, pools, water features, walkways, driveways, etc.), a site plan showing the existing conditions and the proposed conditions. The site plan shall have a minimum scale of 1" = 20'.
8. When any application involves ground elevation changes in excess of six inches associated with the erection or alteration of the building or structure, a topographic survey by a licensed surveyor with one-foot contours and appropriate spot elevations showing the existing grade and the proposed grade for the building or structure involved.

The Commission may require further information as may be reasonably deemed necessary by the Commission to enable it to make a fair and informed determination on the application. For example, the Commission may require that manufacturer or material specifications be provided. In addition, the Commission may require that sample materials be provided, such as sample window glass, sample bricks or stone, sample siding, sample roof shingles, etc. The Commission may also request that a mock-up be installed on the property when reasonably necessary to determine the scale or visibility of the exterior architectural feature. The Commission may, if it deems appropriate,

Section 6. **SIGNATURE OF APPLICANT**

_____ Date: _____

Print Name: _____