

Approval Process for Alterations to Properties in the Brookfield Historic District

The Historic District Commission is always available to assist all property owners in the District who contemplate any changes to their property. The Commission meets in the Town Hall the first Thursday of every month at 7 pm.

Pre-Hearing: A property owner can contact the Commission at any time to request a pre-hearing to discuss possible alterations to a property. A Certificate of Appropriateness (COA) application is not required for a pre-hearing. The Commission can make recommendations and answer questions during a pre-hearing. The Commission cannot make official decisions during a pre-hearing. Pre-hearing discussions are non-binding on either party.

Submitting a Certificate of Appropriateness (COA): A COA application is enclosed for your information and use. Additional copies are available in the Land Use Office in Town Hall. The COA application can also be found on the Historic District Commission portion of the Brookfield town website; <https://www.brookfieldct.gov>. In order to submit a COA application, complete the form and deliver three copies with attachments to:

Brookfield Historic District Commission
c/o Brookfield Building Department
P.O. Box 5106
Brookfield, CT 06804

Once a COA application has been received by the Commission, it will be placed on the next available meeting agenda and advertised in a public notice. All COA applications must be approved by the Commission prior to making any changes to your property.

Public Hearing: A public hearing will be held to review and discuss each COA application. Public hearings are typically held during the next available Historic District Commission meeting following adequate time for posting of the public notice. As with all Commission meetings, the public, residents and property owners are invited to attend and comment. The applicant should attend the public hearing and be prepared to briefly present the proposed project and then discuss and answer questions with the Commission. It may also be necessary for the architect, landscape architect or designer of the project to be in attendance. Please bring drawings, photographs and any other documentation and information that will help the Commission make an informed decision. Please be aware that the Commission may have additional questions or design alterations and may not render a decision at the public hearing.

Brookfield Historic District Property Owner Responsibilities

Building and Structure Maintenance and Repair: Regular maintenance and repair are required of all homes but especially of historic properties to protect the valuable asset that they are to their owners and to the District. Some regular maintenance or repair work may require a Certificate of Appropriateness (COA). Any changes in appearance, design or materials will require a COA. Please consult with the Historic District Commission prior to undertaking any maintenance or repair that could require a COA.

Alterations to Structures: A COA is required for the exterior alteration, erection or demolition of all buildings, sheds, fences, signs, sidewalk, driveways or any other man-made structure located with the

Historic District, whether or not a building or demolition permit is required by other Town departments or commissions.

Painting and Paint Color: Paint or finish removal that may abrade underlying material requires a COA. While there is no specific regulation regarding the choice of paint color, the Commission is available to provide expertise on appropriate paint colors for historic properties.

Site Maintenance and Alterations: All owners should strive to maintain the historic and aesthetic significance of their property. As with buildings and structures, regular maintenance and repair is required. The rearrangement or manipulation of earth or rock on a property within the Historic District may require a COA. Erection of stone walls, flag poles, play sets and other exterior structures requires a COA. Installation or removal of most plantings does not require a COA. Removal of trash and recycling containers from street view following pick up is required. Temporary display of signs such as announcements and political signs is allowed however; signs are to be displayed in a timely manner prior to the event, are to be maintained in good order and are to be removed promptly following the event. Other town department and commissions may have additional requirements regarding the display of signs.

Parking: A COA is required for the enlargement or alteration of any existing parking area, including the use of front lawns or sidewalks. A COA is required for a change in surface materials of an existing parking area. Additionally, a COA is required for a change in use of a parking area, whether it be for commercial, business, home industry, occupational parking or other, even if such use is approved by other town departments or commissions.

If you have any questions as to whether a Certificate of Appropriateness is required for any change or improvement that you may be considering, please contact the Commission for clarification. We are available to assist you in your effort to retain the architectural and historical significance of your property and of the Brookfield Historic District. The disregard of established procedures may jeopardize the time and resources spent on unapproved changes. The rules and decisions of the Historic District Commission are supported by Town ordinance and State statutes.