

**CERTIFICATE OF APPROPRIATENESS (“COA”)**

Please type or print, and submit all pages in **TRIPLICATE** by the 15th of the month to:

Jacqueline A. Salame, Chairperson, Historic District Commission

c/o Brookfield Building Department, Brookfield Town Hall, P. O. Box 5106, 100 Pocono Road, Brookfield, CT 06804

HistoricDistrict@BrookfieldCT.gov

ALL PAGES MUST BE SUBMITTED IN TRIPLICATE

Certificate Number: _____ Date: _____
(Office use only)

Owner(s): _____

Address of Property: _____

Address of Owner: _____

Phone (home): _____ Phone (business): _____ Parcel No.: _____
(Office use only)

This application and the attachments hereto contain the information necessary for filing with the Historic District Commission.

Estimated Start Date: _____ Estimated Completion Date: _____

Contractor's Name: _____ Phone: _____

Contractor's Address: _____

If an application has been filed with the Land Use department, a copy is to be provided to the Historic District Commission. Please be advised that approval by other Land Use departments does not constitute approval from the Historic District Commission. A COA must be submitted to the Historic District Commission.

Signature(s) of Owner(s)

(Date)



Commission Action

Public hearing held on: _____
Date

At a meeting of the Brookfield Historic District Commission,
this application for Certificate of Appropriateness was considered and:

- ☐ Approved – No final approval required
- ☐ Preliminary approval (*final approval required*)
- ☐ Preliminary approval with conditions (*final approval required*)
- ☐ Final Approval
- ☐ Disapproved

(Chairperson, Historic District Commission)

(Date)

Upon completion of the project, please notify the Chairperson for final approval.

(Chairperson, Historic District Commission)

(Date)

THIS CERTIFICATE WILL EXPIRE 18 MONTHS FROM THE DATE OF APPROVAL.



Describe proposed work on a separate sheet.

Complete details must be provided including but not limited to:

1. three sets of construction drawings showing plans and elevations to scale and indicating materials,
2. full view photographs of exteriors affected by the proposed work,
3. detail view photographs of unique areas and features,
4. full view and detail photographs of neighboring properties and other similar period construction,
5. description and examples of any unique materials, and
6. any other information that may be helpful in understanding the nature of the proposed project.