



City of Bridgeport, Connecticut  
**HISTORIC DISTRICT COMMISSION**

ROOM 210 - 45 LYON TERRACE  
BRIDGEPORT, CONNECTICUT 06604  
TELEPHONE: (203) 576-7217  
FAX: (203) 576-7213

HISTORIC DISTRICT COMMISSION #1  
STRATFIELD HISTORIC DISTRICT

## APPLICATION CHECKLIST

1. Submit the original application form signed by the property owner, applicant and/or agent (page 3).
2. Include the **Name, Address, Telephone Number and Email address** of the property owner or the agent indicated on the application form.
3. Photographs (8" x 10") of the house and the specific areas encompassed within the scope of the work repairs or modifications; material samples, brochures and any technical specification or other information relevant to support the application.
4. Professional, drawn to scale, plans including floor plans and elevations highlighting architectural details and selected construction materials are required if proposed work includes new construction or the modification of the existing footprint of the existing structure.
5. For repairs or replacement of finishing materials, include samples of the materials, manufacturer's brochures and material specifications. Examples: siding, windows, doors, roof shingles, etc.

**Items listed must be submitted in sets of five (5)** (actual material samples can be submitted singular).



# Application for a Certificate of Appropriateness Historic District Commission • Bridgeport, Connecticut

Application Number \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS:** Complete this application form in Ink (please print clearly) or typewriter. Submit by the 15th of the month in order to be considered at the regular meeting on the first Tuesday of the following month. Submit eight (8) copies.

**AN APPLICATION IS HEREBY MADE** for issuance of a Certificate of Appropriateness (under General Statutes of Connecticut 7-147 as amended by Public Act 80-314) for work as described below, and on plans, drawings, photographs and descriptive material attached.

Local Historic District: \_\_\_\_\_

Block and Lot Number: \_\_\_\_\_ Year Built: \_\_\_\_\_

Address of Proposed Work: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

Owner's Address (if different from above): \_\_\_\_\_

Owner's Telephone: \_\_\_\_\_ Email \_\_\_\_\_

Name of Agent: \_\_\_\_\_ Telephone \_\_\_\_\_

Name of Architect or Designer: \_\_\_\_\_ Telephone \_\_\_\_\_

Name of Builder or Contractor: \_\_\_\_\_ Telephone \_\_\_\_\_

### INFORMATION REQUIRED FOR PROCESSING APPLICATION:

1. Plan and drawings of all elevations visible from surrounding streets. Property owners may submit their own sketch to scale (on graph paper if possible). Architects, designers or contractors must submit drawings of professional quality.
2. Clear photograph(s) of existing structure or property. Show all elevations visible from any street.
3. Descriptive literature and/or samples of proposed materials (roofing, siding, windows, etc.)
4. Approximate dates of project commencement \_\_\_\_\_ and project completion \_\_\_\_\_
5. Has applicant previously applied for a Certificate of Appropriateness?  No  Yes If yes, when? \_\_\_\_\_

*Please note that all drawings, plans, photos, product literature, etc submitted will be retained by the HDC Administrator.*

### DESCRIPTION OF WORK (Please check all appropriate categories):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Historical Restoration/Renovation | <input type="checkbox"/> Garage           | <input type="checkbox"/> New Construction             |
| <input type="checkbox"/> Addition                          | <input type="checkbox"/> Steps            | <input type="checkbox"/> Commercial (Signage, etc.)   |
| <input type="checkbox"/> Siding                            | <input type="checkbox"/> Parking/Driveway | <input type="checkbox"/> Demolition                   |
| <input type="checkbox"/> Fence                             | <input type="checkbox"/> Walks            | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Porch                             | <input type="checkbox"/> Wall             | _____   |

Size of Structure or Addition \_\_\_\_\_ (length) \_\_\_\_\_ (width) \_\_\_\_\_ (height) \_\_\_\_\_ (square footage)

Plot plan attached (Required for new construction)  Yes  No

**DETAIL DATA:** Please provide a brief written description of the proposed project. (Attach additional sheet if needed).

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**IMPORTANT: No work may differ from approved Certificate of Appropriateness.**  
 State statutes dictate that unapproved work may be subject to fines and/or removal. Certificate of Appropriateness is valid for 12 months from date of issue. Certificate may be renewed at the discretion of the Historic District Commission.

# MATERIAL SPECIFICATIONS & STYLE INFORMATION

Please check all that apply to your project and identify existing materials and any proposed replacement materials.

## ROOF

Existing:  Asphalt  Slate  Tile  Cedar  Metal  Fiberglass  Composite  Other (specify) \_\_\_\_\_  
Color (please specify): \_\_\_\_\_  
Proposed:  Asphalt  Slate  Tile  Cedar  Metal  Artificial Slate  Fiberglass  Composite  Other (specify) \_\_\_\_\_  
Color (please specify): \_\_\_\_\_

## SIDING

Existing:  Clapboard  Wood Shingle  Vinyl Siding  Aluminum Siding  Masonry; stone, stucco  Fiber Cement Board  
Proposed:  Clapboard  Wood Shingle  Vinyl Siding  Aluminum Siding  Masonry; stone, stucco  Fiber Cement Board

## GUTTERS & LEADERS

Existing  Wood  Copper  Aluminum  Extruding  Plastic  Integral with roof  
Proposed  Wood  Copper  Aluminum  Extruding  Plastic  Integral with roof

## Windows

Existing:  Double Hung  Casement  Arched  Bay  Diamond Paned  Picture  Other (specify) \_\_\_\_\_  
Multiple Panes?  No  Yes - Specify number of panes in Top Sash \_\_\_\_\_ Bottom Sash \_\_\_\_\_  
Material:  Wood  Metal  Vinyl  Wood clad with metal  Wood clad with vinyl  Fiberglass  
Special Glass?  No  Yes - Please Specify;  Leaded  Beveled  Stained Glass  Art glass  Other (specify) \_\_\_\_\_  
Proposed:  Double Hung  Casement  Arched  Bay  Diamond Paned  Picture  Other (specify) \_\_\_\_\_  
Multiple Panes?  No  Yes - Specify number of panes in Top Sash \_\_\_\_\_ Bottom Sash \_\_\_\_\_  
Material:  Wood  Metal  Vinyl  Wood clad with metal  Wood clad with vinyl  
Special Glass?  No  Yes - Please Specify;  Leaded  Beveled  Stained Glass  Art Glass  Other (specify) \_\_\_\_\_

## SHUTTERS

Existing Material:  Wood  Composite  Vinyl  Plastic  Aluminum  Fiberglass  
Shutter Style:  Louvered  Raised Panel  Board & Batten  Custom  
Proposed:  Wood  Composite  Vinyl  Plastic  Aluminum  Fiberglass  
Shutter Style:  Louvered  Raised Panel  Board & Batten  Custom

## DOORS

Existing:  Wood, solid  Wood with windows  Metal, solid  Metal with windows  
Sidelites?  No  Yes  Sidelite Glass:  Plain  Beveled/Leaded  Frosted  Stained Glass  
Transom?  No  Yes  Transom Glass:  Clear/Frosted  Patterned  Colored  
Special Hardware? (e.g. Strap hinges)  No  Yes (please specify) \_\_\_\_\_  
Proposed:  Wood, solid  Wood with windows  Metal, solid  Metal with windows  Fiberglass, solid  Fiberglass with windows  
Sidelites?  No  Yes  Sidelite Glass:  Plain  Beveled/Leaded  Frosted  Stained Glass  
Transom?  No  Yes  Transom Glass:  Clear/Frosted  Patterned  Colored  
Special Hardware? (e.g. Strap hinges)  No  Yes (please specify) \_\_\_\_\_

## GARAGE DOORS

Existing:  Wood, solid  Wood with windows  Metal, solid  Metal with windows  
Proposed  Wood, solid  Wood with windows  Metal, solid  Metal with windows  Fiberglass, solid  Fiberglass with windows

## STEPS/PORCH DECKING

Existing:  Wood  Masonry  Brick  Slate/Bluestone  Cement Slab  Composite  
Proposed:  Wood (untreated)  Pressure treated wood  Masonry  Brick  Slate/Bluestone  Cement Slab  Composite

## FENCE OR WALL

Existing:  Wood  Wrought Iron  Steel  Stone  Brick  Cement Block  Composite  Aluminum  Vinyl  
Proposed:  Wood  Wrought Iron  Steel  Stone  Brick  Cement Block  Composite  Aluminum  Vinyl

## WALK OR DRIVEWAY

Existing:  Cement  Macadam  Gravel  Brick  Slate/Flagstone/Bluestone  Concrete Pavers  Other  
Proposed:  Cement  Macadam  Gravel  Brick  Slate/Flagstone/Bluestone  Concrete Pavers  Other

ADDITIONAL DETAIL DATA:

Signature of Owner of Record \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Applicant (if different) \_\_\_\_\_ Date \_\_\_\_\_  
 Signature(s) of agent(s) \_\_\_\_\_ Date \_\_\_\_\_

The following information is to be completed by the HDC office:

Date Application Received \_\_\_\_\_ Date of Public Hearing \_\_\_\_\_  
 Inspected Prior to Hearing \_\_\_\_\_ Commissioners \_\_\_\_\_  
 Inspection upon Completion \_\_\_\_\_ Commissioners \_\_\_\_\_

Building Department:

1. APPROVED (Conditions) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. DENIED (Reasons) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of HDC Administrator

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NOTES TO PROPERTY OWNERS:

NEED HELP COMPLETING THIS FORM?

If you have questions about how to complete this application form, please contact the Director of Land Use and Construction Review at City Hall or call (203) 576-7222. Historic district commissioners may also be available to assist you and answer questions.

**IMPORTANT!!** Your project may be eligible for the Connecticut Historic Homes Rehabilitation Tax Credit. This program provides a thirty percent tax credit up to \$30,000 per dwelling unit for the rehabilitation of 1-4 family buildings. After completion of rehabilitation work, one unit must be owner-occupied for a period of five years. A minimum of \$25,000 in qualified rehabilitation expenditures is required to qualify.

The owner must submit a detailed application for approval prior to commencement of work. Application forms can be obtained from the Connecticut Commissioner on Culture & Tourism, Historic Preservation and Museum Division, 59 South Prospect Street, Hartford, CT 06106 or by calling (860) 566-3005.



Connecticut Commission on Culture & Tourism  
**Historic Preservation & Museum Division**

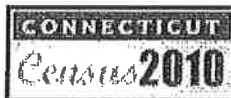
David Bahman  
 Division Director



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Connecticut Commission  
 on  
 Culture & Tourism -  
 Historic Preservation  
 and  
 Museum Division  
 One Constitution Plaza  
 Second Floor  
 Hartford, CT 06103  
 860-256-2800  
 860-256-2811 (fax)



### HISTORIC PRESERVATION TAX CREDIT PROGRAM

Connecticut General Statutes Section 10-416b establishes a tax credit for the conversion of historic commercial and industrial buildings solely to mixed residential and nonresidential uses. Residential units can be rental or for sale (that is, condominiums). To qualify, a minimum of 33 1/3 percent of the square footage after rehabilitation must be residential in use. Nonresidential uses include commercial, institutional, governmental or manufacturing. An additional tax credit is available for projects which include affordable housing.

- 25% tax credit of the total qualified rehabilitation expenditures
- 30% tax credit of the total qualified rehabilitation expenditures if the project includes an affordable housing component provided at least 20% of the rental units or 10% of for sale units qualify under CGS Section 839a.
- qualified rehabilitation expenditures are hard costs associated with rehabilitation of the certified historic structure; site improvements and non-construction costs are excluded
- buildings must be listed on the National or State Register of Historic Places, either individually or as part of an historic district
- state tax credits may be combined with the 20% federal historic preservation tax credits provided the project qualifies under federal law as a substantial rehabilitation of depreciable property as defined by the Internal Revenue Service
- \$50 million in tax credit reservations are available in three year cycles
- per building cap is up to \$5 million in tax credits
- tax credit vouchers are issued after completion of rehabilitation work or, in phased projects, completion of rehabilitation work to an identifiable portion of the building placed in service for residential use
- tax credits are available for the tax year in which the building or, in phased projects, an identifiable portion of the building is placed in service for residential use
- tax credits can only be used by C corporations with tax liability under Chapters 207 through 212 of the Connecticut General Statutes
- tax credits can be assigned, transferred or conveyed in whole or in part by the owner to others

The program is administered by the Connecticut Commission on Culture & Tourism. There is a five step application process"

Part 1, "Determination of Historic Structure Status," Form ITC 100

Part 2, "Request for Approval of Proposed Rehabilitation Plan," Form ITC 100a  
Part 3, "Request for Preliminary Certification and Reservation of Tax Credits,"  
Form ITC 100c  
Part 4, "Request for Final Certification of Completed Rehabilitation," Form ITC  
100d  
Part 5, "Request for Issuance of Tax Credit Voucher," Form 100e.

**Prior approval of rehabilitation work is required.**

#### **FOR FURTHER INFORMATION**

[Connecticut General Statutes Section 10-416b](#)  
[Program Regulations](#)

#### **HOW TO APPLY**

Owners seeking tax credits under the Historic Structures Rehabilitation Tax Credit Program are required to file applications with the Commission. Proposed, ongoing and completed rehabilitation work to the historic building must meet the Standards for Rehabilitation established by the Connecticut Commission on Culture & Tourism. Prior approval of proposed rehabilitation work is required for a reservation of tax credits.

Application Instructions and forms are available in PDF format:

[INSTRUCTIONS\\_001.pdf](#)

[APPLICATION FORMS\\_001.pdf](#)

Each application form is to be filed separately.

#### **QUESTIONS?**

Contact: Julie Carmelich at [julie.carmelich@ct.gov](mailto:julie.carmelich@ct.gov) or call (860) 256-2762.

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