

MILFORD HISTORIC PRESERVATION COMMISSION
(MHPC)

APPLICATION FOR APPROPRIATENESS – PROCESS

Applications

1. A property owner of a listed historic property (not in one of Milford's two historic districts) desiring to erect, alter, restore, move or demolish any building must first obtain an application for a Certificate of Appropriateness (COA) from the Commission. The application fee shall be one hundred dollars and no cents (\$100.00). The application shall be filed with the City Clerk's Office. Checks shall be made payable to the "The City of Milford" with the reference line indicating the MHPC Application and the street address".
2. The applicant or designated representatives are encouraged to contact the Commission Chair(s) for a pre-application discussion or review to determine if an application is required or if a COA can be waived. This discussion or review is solely advisory and not binding on the MHPC
3. Applications must be received by the Commission not less than fourteen (14) days before the regularly scheduled meeting of the Commission.
4. Copies of the application along with maps, plans and all other information provided to the Commission shall be deposited with the City Clerk.
5. In addition to the application for a Certificate of Appropriateness the applicant shall also file with the Commission seven (7) copies of existing and proposed elevations, plot plan, list of proposed site or building materials and photographs showing the relationship of the proposed structure or modifications to adjacent existing structures. Any historic photographs, renderings or sketches of the building showing its appearance in the past should also be submitted. These documents shall show front yard setback, height, massing and scale, to assure basic conformity with the property and MHPC's posted standards, shall be provided to all members of the Commission.
6. Upon receipt and acceptance of a properly filed application, the Commission shall have published notice of the hearing on the application once in a local newspaper at least five (5) and not more than fifteen (15) days before the hearing.
7. The Applicant shall present Certificates of Mailing showing that notice has been sent at least 5 days in advance of the hearing to each of the owners of land located within 200 feet of the property for which the Certificate of Appropriateness is requested, as their names appear upon the last completed assessment roll of the City of Milford. The Applicant must state that plans are on file and can be viewed at the City Clerk's office.

8. The Chair or Vice Chair Commission shall send to the Building Department and/or Zoning department the decision on each application. If the application is approved or approved with modifications, a Certificate of Appropriateness shall accompany the approved plans and material list for that application along with any notations of the modifications or approval conditions, noted directly on affected application forms, plans, lists or specifications. The Commission shall notify the applicant of the action taken by the Commission. Anytime a Certificate of Occupancy is required by the Building Inspector, the Commission shall work with the Zoning Department and Building Department to require that any as-built plans relating to the Certificate of Appropriateness, to be submitted to the Commission and signed off by the Chairman of the Commission prior to the issuance of a Certificate of Occupancy by the Building Department.