

East Weatogue Historic District Handbook

Draft Outline

August 28, 2020

1. About this Handbook and How to Use It
 - a. Where to find what
2. Overview-
 - a. History of the East Weatogue Historic District
 - b. Where is the East Weatogue Historic District?
 - i. Map and extents of district
 - c. National Register District
 - i. National Register vs. Local District (Map overlay with two districts, showing discrepancies?)
 1. What the NR does and doesn't do
 - d. What is the Historic District Commission?
 - i. What is the role of the Commission?
 - e. What is a Certificate of Appropriateness?
 - i. When is a Certificate of Appropriateness needed?
 - ii. When is a Certificate of Appropriateness not needed?
3. Guide to the Review Process- Application Procedures:
 - a. List of Regulated Activities
 - b. List of Non-Regulated Activities
 - c. Application Procedures:
 - i. Pre-application Meeting
 - ii. Submission Requirements
 - iii. Supporting Materials
 1. Checklist of what is required for: Demolition and removal, new construction, additions and alterations, parking areas, site improvements, landscaping, signage
 - iv. Public Hearing
 - v. Certificate of Appropriateness
 - vi. Non-conformance and appeals procedures
 - vii. Graphic/diagram of steps
 - d. Procedural Questions and Answers
 - i. Refer to page 3 of Fairfield's guidebook for examples
4. Design Guidelines
 - a. Standards for rehabilitation
 - b. Styles
 - i. Character defining features (Photos and descriptions)
 - ii. Appropriate modifications
 - iii. Inappropriate modifications

- c. Exterior Walls and Siding
 - d. Windows
 - e. Entrances and Porches
 - f. Roofs and Roofing
 - g. Architectural Ornaments
 - h. New Construction
 - i. Outbuildings
 - j. Solar and Green Technologies
 - k. Site and Landscaping Recommendations
- 5. Signage Guidelines
 - 6. Sample Applications and Forms
 - a. Application for Certificate of Appropriateness
 - b. Notice of Historic District Violation
 - c. Stop Work Order
 - 7. Appendix
 - a. References and Resources
 - b. Ordinance