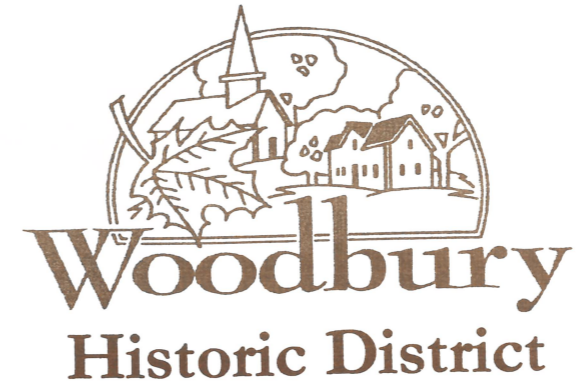


The Commission meets on the first Monday of each month at the Shove Building. A yearly schedule may be obtained from the Town Clerk, and is posted in the Town's annual report. Notices of meetings, including cancellations are posted at the Town Clerk's Office on the bulletin board at the Boyd Building at least 24 hours before each meeting.

Applicants, potential applicants, or anyone with questions are welcome to attend any Commission meetings to discuss:

1. The need for an application
2. Assistance in obtaining information
3. Guidance in preparing an application
4. An initial presentation of work proposed
5. Additional information required to complete the application
6. Any other pertinent information

* The Town Planner is available outside of meetings to assist the potential applicant.



Woodbury Historic District



District No. 2 Schoolhouse

Information and Guidelines

Location, Authority, and Purpose

Woodbury has two Historic Districts, which were formally created in 1969. They include the buildings, outbuildings, structures and open space in a 200 foot corridor on both sides of Main Street. Some side streets are also included. (See Maps)

Under Connecticut State Legislation, historic districts are created for the purpose of:

- A. Preserving and protecting buildings, places, and districts of historic interest;
- B. Maintaining landmarks in the history of architecture;
- C. Promoting and developing appropriate settings for such buildings, places and districts.

In the Town of Woodbury, there are many fine examples of architecture from the 17th Century to the 20th Century which are included within the district boundaries. Important features have received national recognition by the National Trust for Historic Preservation.

Historic District Commission Responsibility

The members of the Woodbury Historic District Commission are volunteers appointed by the Board of Selectmen. It is the Commission's responsibility to protect the character and integrity of the Districts.

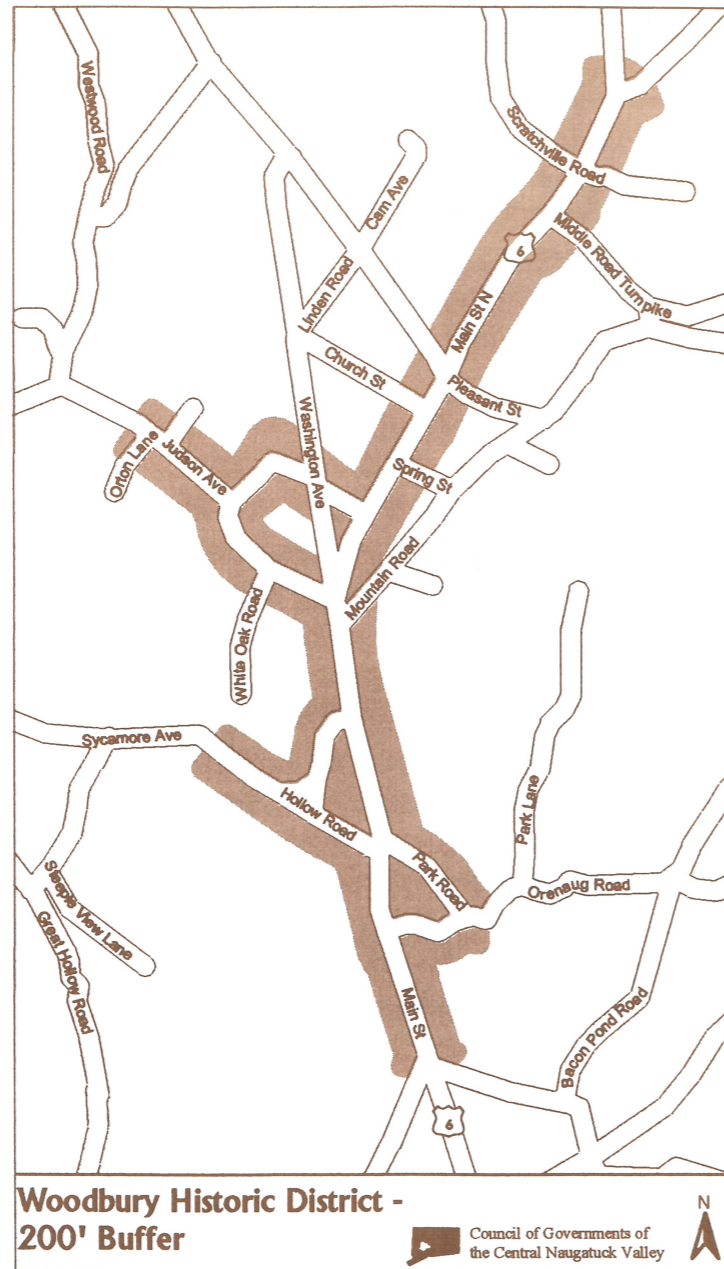
Even minor changes over time can dramatically alter the appearance of a building and the character of a town.

The Commission's jurisdiction is limited to the exterior features that are visible from within two hundred feet from a public way (even if they are hidden by trees or other plantings). This would include other structures – such as outbuildings – which would alter the appearance of the neighborhood. These structures would include, but would not be limited to, driveways and parking areas, doors, windows, siding, walls, shutters, utility structures and fences. The Commission is also responsible for signage, including the size and design, lighting, and the materials used in its construction.

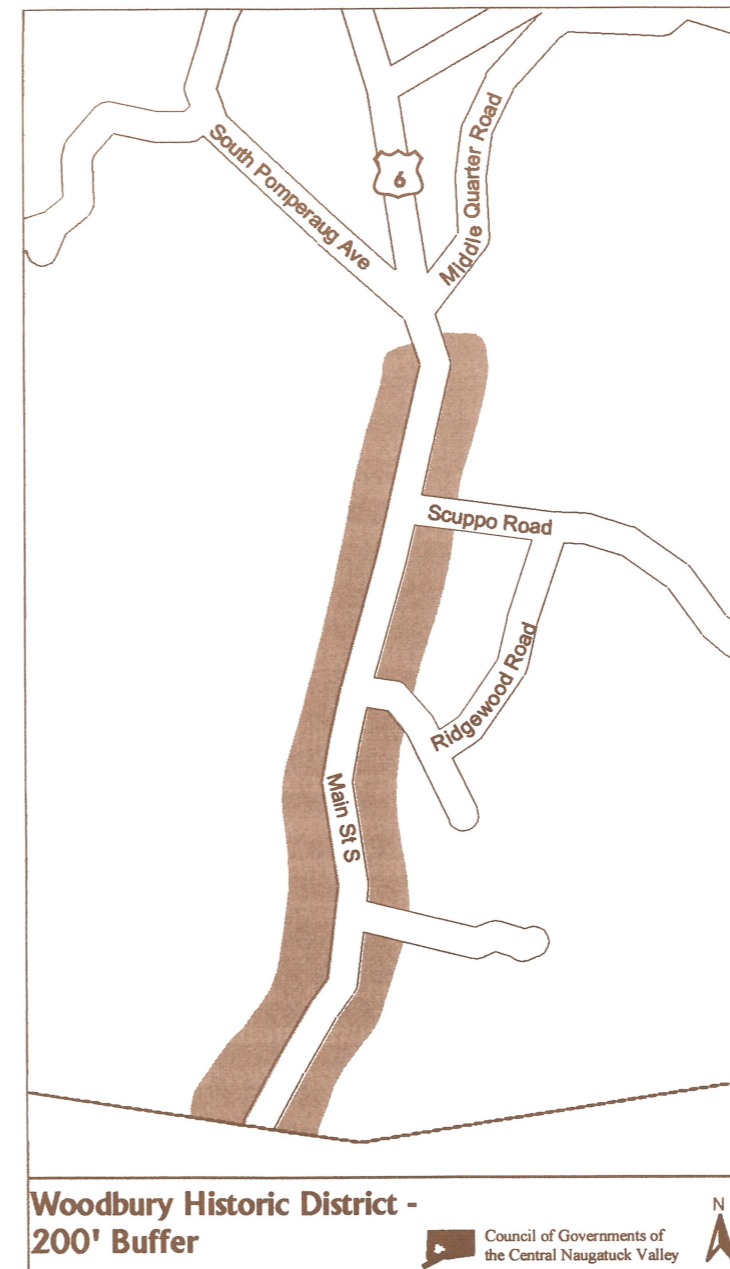
State law prohibits the erection, demolition, and alteration of any feature mentioned above within the District until the Commission has issued a Certificate of Appropriateness.

Until this Certificate has been issued, the Building Inspector will not issue a permit for a project in the Historic District.

State law empowers Historic District Commissions to enforce regulations through court proceedings. Authorization for regulations can be found in the *Connecticut Statutes* Section 7-147-b et seq. Regulations are available for review in the Town Clerk's Office, as well as the Town Planning Office and the Town Library. All changes are subject to the regulations, regardless of size, and follow the same process.



Historic District Number One *



Historic District Number Two *

The regulations do not make exceptions for alterations considered to be temporary in nature by the applicant.

However, certain repairs, maintenance and replacements may NOT require a Certificate of Appropriateness on the condition that the end result **DUPLICATES** the original in all aspects including materials and design.

Certificate of Appropriateness

The definition of “appropriateness” is based upon the style of the existing structure and its surrounding neighbors. The process is site specific.

The Application Process - How It Works

BEFORE any construction takes place, property owners are required to submit an application. This application may be mailed or brought to an Historic District meeting or to the Town Planner's Office in the Shove Building.

A plot plan, plus sketches, photographs, materials, details, size and placement specifications **are all** necessary to include in the application process.

Applications may be obtained from the Town Planner's Office.* Before the Commission votes on an application, a Public Hearing must be held. Such a hearing must be duly noticed by a legal publication in a local newspaper no later than 14 days before the next regularly scheduled meeting in order to set a public hearing date.

* A larger, more detailed map is located in the Town Planner's Office