

Unionville Historic District and Properties Commission

Process for Issuing a Certificate of Appropriateness

To alter one or more exterior architectural elements of a property under the guidelines of the Unionville Historic District and Properties Commission (UHDPC), the property owner and the UHDPC will complete the following process:

1. The property owner completes a UHDPC Application for Certificate of Appropriateness. The form can be picked up at the Town Hall or downloaded from the Town of Farmington's website.
2. The property owner submits the completed form with the requested materials (listed on the form). Mail the form to the UHDPC, Farmington Town Hall, 1 Monteith Drive, Farmington, CT 06032 or hand-deliver it to the Town Planner's office at the Town Hall. Applications must be submitted at least 21 days before a public hearing can be held usually at a regular UHDPC meeting (1st Thursday of each month).
3. After receiving an Application for Certificate of Appropriateness, the UHDPC will hold a public hearing on the application. Written notification of the date of the hearing will be sent to the property owner. Notice of the public hearing must be published in a local newspaper between 15 and 5 days before the hearing date. Notice of the hearing will be sent to abutting property owners, by Town staff.
4. Applications for Certificates of Appropriateness require the posting of a sign on the subject property for the 7 days before the public hearing. A \$35 deposit is required for such signs, refundable upon return of the sign. The property owner picks up the sign at the Town Planner's office.
5. The property owner will have the opportunity to speak at the public hearing and to answer any questions of the UHDPC members. Anyone attending the public hearing will have an opportunity to speak.
6. The UHDPC will render its decision following the public hearing. Written notification of the issuance or denial of the Certificate of Appropriateness will be sent to the property owner within 48 hours. The UHDPC must render its decision within 65 days of the filing of the application. Rendering the decision begins a 15-day appeal period. If no appeal is filed with the Superior Court, the decision is considered final. Notice of the decision is advertised in the newspaper, by Town staff.