



Rules of Procedure - Certificate of Appropriateness

(For additions/alterations to a landmark)

The following statements are guidelines. Applicants are advised to refer to Chapter 17 of the Code of Pound Ridge (paying particular attention to Article IV) which governs the authority of the Landmarks and Historic District Commission to protect designated landmark sites.

1. The applicant first consults the town building inspector and any other board or agency the inspector directs. A valid application for a Certificate of Appropriateness for changes to a Landmark property must have the preliminary approval of the building inspector, evidenced by his or her signature on the application.
2. An application is filed with the filing date of record being the date of acknowledged receipt by the Commission Chairman or Vice Chairman.
3. The Commission inspects the premises.
4. A public hearing is held, usually during the next regularly-scheduled monthly meeting, with at least 15 days' prior notification in the official newspaper.
5. The applicant is required to send by mail notices of this application to all adjacent property owners. An Affidavit of Notification shall be completed by the applicant and notarized and submitted to the Landmarks Commission.
6. The Commission convenes within 60 days of the acknowledged* date of filing to consider the application, weighing factors including aesthetic appeal and consistency with the original appearance and historic integrity as further defined in Article IV (see above box). The Commission restricts itself to exterior alterations that are visible from a public thoroughfare.
7. The application is approved, denied or remanded for revision by a majority vote of the Commission membership.
8. The Commission's decision is returned in writing to the applicant and the Building Department.

* *The Commission recognizes the date of filing as the date of receipt of the application by the Commission Chair or Vice Chair as evidenced by his or her signature.*