Procedure for submitting an Application for a Certificate of Appropriateness

No Building or structure shall be erected, altered, restored, moved, or demolished within the historic district until an application for a Certificate of Appropriateness as to exterior architectural features has been submitted to the Commission and approved by said Commission. A Certificate of Appropriateness shall be required regardless of whether or not a building permit is required. Please note, the historic district Commission does not have jurisdiction over paint colors.

Applications may be obtained by emailing the Chairperson of the Commission at [okjt58@gmail.com](mailto:okjt58@gmail.com).

Once completed, the application may be completed on line and emailed to the Chairperson. The applicant may also complete a hard copy and drop it off at 18 Main Street.

Applications may be accompanied by photographs and drawings showing the nature of the work to be performed as well as a list of materials to be used. The Commission shall take action on each application received within 65 days of receipt.

The Chairperson shall review the application and upon determination that the application is complete will schedule a Public Hearing. The applicant will be notified if a Public Hearing is not needed.

A letter advising the status of the Public Hearing will be mailed to the applicant and the Borough Zoning Enforcement Officer within 30 days.

Questions may be addressed to the Chairperson of the Commission, Stephanie Gaston, by email;

okjt58@gmail.com or by calling or texting at (203) 417-4702.