

**City of Hartford
Planning Division
Department of Development Services**



Return Form to Licenses & Inspections Division
260 Constitution Plaza
Hartford, Connecticut 06103-1822

For Assistance Contact Planning Division
250 Constitution Plaza, 4th Floor
Hartford, Connecticut 06103-1822
Tel: 860-757-9040, Fax: 860-722-6402

APPLICATION FOR HISTORIC REVIEW

IMPORTANT: HISTORIC COMMISSION APPROVAL MUST FIRST BE OBTAINED BEFORE ANY BUILDING PERMIT WILL BE ISSUED FOR WORK ON HISTORIC PROPERTIES. NO WORK MAY BEGIN UNTIL A BUILDING PERMIT IS ISSUED.

PROPERTY

Property Address: _____ Hartford, CT Zip : _____

Property Owner: _____

Owner Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Owner is: Individual Co-partnership Corporation (supply name of individual contact person)

CONTRACTOR INFORMATION

Contractor Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

ARCHITECT / PLAN PREPARER INFORMATION (if applicable)

Architect Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

APPLICANT - Check appropriate box below. Fill out completely if information is not supplied above

Applicant is: Owner Contractor Architect Other (specify)

Name of Applicant: _____ File Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

PLEASE CONTINUE ON REVERSE

For Office Use Only	
Application Number	Plan Bin Number

PROJECT INFORMATION

Description of Work (Include which features will be altered, and on which side (North, South, East, West):

Does submission include plans or drawings? No Yes

Are federal or state funds or being used in this project? No Yes

Proposed work includes:
(Check all that apply)

Repairs Addition New construction Demolition Other (specify)

Current materials being repaired/replaced: _____

Materials/products being used in work: _____

Expected start date: _____ Expected end date: _____

By signing below, applicant attests that, if not the owner of this property, he/she has obtained the permission of the property owner to make this application.

Signature _____ Date _____

ADDITIONAL REQUIREMENTS

To be considered complete, all applications must include the materials listed below. Photos may also be submitted by email, to parkr001@hartford.gov

- Photo of front of property
- Photo of side of property that work will be performed on
- Photo of Streetscape, including adjacent buildings
- Close-up photos of all features being worked on

Other items, such as architectural drawings, manufacturer’s literature, location sketches, and product samples should also be submitted if available. If not submitted with application, these items may be requested during the review process.

All applications for new construction and building additions must include scaled drawings of the same quality and type as are required for site plan review.

Failure to supply necessary materials or information will impede the review process, and could delay the issuance of your permit.