

**Borough of Fairfield
Historical Architectural Review Board
Application for Certificate of Appropriateness**

Any proposed exterior alteration to a building located within the Historic District, or any new construction proposed to be built in the area as defined by the Fairfield Historic District Ordinance, requires submission of this application and approval from the Fairfield Borough Council before a permit can be issued. The HARB will review the submitted materials and make its recommendation to the Borough Council.

The owner or an agent for the owner must be present at the meeting of the Historical Architectural Review Board when the application is being reviewed. Failure to provide representation during the review will result in the denial of the application.

ALL APPLICANTS MUST COMPLETE Sections I, II, and III.

I. Identification:

1. Applicant: _____

Address: _____

Phone number: _____ E-mail: _____

2. Property owner: _____

Address: _____

Phone number: _____ E-mail: _____

I hereby certify that I am the owner of record or that the proposed alteration is authorized by the owner of record and that I have been authorized by the owner to make application as his/her authorized agent.

Signed:

Date:

II. Site Location:

Number

Street

Detailed submission requirements for Fairfield HARB review

1. A description of the proposed work including, but not limited to:
 - type of project: demolition, addition, renovation, remodeling, new building, accessory structure or outbuilding, fence or walls
 - number of stories
 - approximate square footage; approximate extent of site disturbance
 - description of exterior materials (siding, clapboard, brick, etc. and any new windows or doors

2. Drawings to include:
 - "to scale" property/site plan, showing size and location of work to be done
 - "to scale" (1/4"=1'0" or 1/2"=1'0") floor plans indicating new construction or areas to be renovated/remodeled and the existing structure/s
 - "to scale" exterior elevations showing new and/or renovated/remodeled construction and existing structure with indication of exterior materials
 - drawings may be CADD, hard-line, or schematic format. Minimum sheet size is 8.5 x 11", maximum sheet size is 24" x 36".

3. Samples of materials or manufacturers' brochures may be requested by HARB if not replacing existing materials in kind.