

TOWN OF CHAPLIN HISTORIC DISTRICT
Information on the Chaplin Historic District;
History, Regulations and Procedures.
(Prepared as an Aid to Residents)

1. Date Established: 31 July 1974, by Town Ordinance

2. Purpose: To preserve and protect the unique character of Chaplin village's architecture and open space as an early 19th-century rural community.

3. Boundaries: A legal description of the Chaplin Historic District is found in Section 6 of the Town Ordinance establishing the Historic District and the Historic District Commission. It is shown on the attached map. Briefly, the Historic District extends back 250 feet from the center line of Route 198 and of Chaplin Street. It includes at its southern end the houses at 318 and 342 Phoenixville Road (Route 198), as well as the Natchaug Grange. It runs along both sides of the entire length of Chaplin Street to the westerly right-of-way line of Route 198 where Chaplin Street joins it at its northern end. It includes several modern structures, such as the Grange and the old Chaplin elementary school (now the Public Library and Senior Center.)

4. Procedures: No building or structure within the District, except those parts not open to view from a public street, way, or place, shall be erected, altered, restored, moved, or demolished until after an application for a **Certificate of Appropriateness (CA)** has been submitted to the Historic District Commission and has been approved by said Commission. The Commission shall hold a public hearing upon each application.

Procedure for application for a Certificate of Appropriateness:

- A. Forms are available from the Chaplin Town Clerk, the Chairman, and the Secretary of the HDC.
- B. Three copies of the completed CA form are required (one for the applicant, the HDC, and the Town Building Inspector.)
- C. The CA applications are filed with the Secretary or the Chairman of the HDC. A public hearing will be set within 30 days of the filing date.
- D. State statues require publication of one legal notice advertising the public hearing and describing the proposed work.
- E. The applicant's cost for the CA application is the cost of the legal notice.
- F. In addition to written information, the CA application must include elevation drawings, to-scale, showing the proposed changes, etc.

5. Certain types of work do not require a CA. Some examples are listed below.

- A. Interior changes.
- B. Ordinary maintenance or repairs which do not change the design, or which are necessary because the building inspector orders the change for safety purposes.
- C. Roofs:
 - 1. Complete replacement of existing roofing material with **identical material**, or with wood shingles or slate of uniform color.
 - 2. Maintenance and repair of roofing material involving **no change in the design, scale, or appearance of the structure.**
 - 3. The installation of plumbing vents and the erection of VHF television antennas.
 - 4. Structural repairs which do not alter the exterior appearance of the building.
 - 5. Complete **identical** replacement of existing roof structures such as cupolas, dormers, chimneys, etc. or the repair of same which **does not alter their exterior appearance.**

D. Building siding:

1. Complete replacement of existing shingles, clapboards, or other siding with **identical material**.
2. Maintenance and repair of existing shingles, clapboards or other siding involving no change in the design, scale or appearance of the structure.
3. Exterior painting of existing structures. The Commission recommends colors harmonious with those currently used in the district.
4. Structural repairs which do not alter the exterior appearance of the building.

E. Windows and doors:

1. Complete and identical replacement of existing windows and doors.
2. Repairs of existing windows and doors involving no change in their design, scale, or appearance.

F. Grounds

1. Planting, trimming, removing trees and shrubbery.
2. Planting flowerbeds.

6. Examples of work that does require a CA: (This list is partial, and does not include all cases.)

Broadly speaking, **any construction that alters the existing exterior architectural features of a house or other structure visible from the road (in winter) requires a CA.** For example: new dormers, raising the roof line, replacing siding with a type not exactly alike, new chimney, replacing old chimney with modern materials, changing roof material and color, replacing old window sashes with modern energy efficient windows, installation of roof vents, installation of a satellite dish (as opposed to a VHF TV antenna), etc. Permanent changes to features in one's yard also require a CA, if visible from the road in winter. Such changes include above- and in-ground pools, tennis courts, paddle tennis courts, fences, stone walls, lamp posts, solar collectors, etc.

7. Decisions on CAs must be made by a majority of the HDC members and/or alternates. Decisions are in writing.

8. No building permit shall be issued for exterior work on a structure or building in the Historic District until the HDC has approved a CA for the work.

9. A CA expires 18 months from its approval date if the work described has not been finished. The HDC, in cases of hardship, may renew the approved CA for an extension of not more than six months.

**Some Questions and Answers Concerning
the Governance of the Chaplin Historic District**

Q. Do the State Statues governing Historic Districts and the Town Ordinance apply to the modern structures in the Historic District?

A. Yes

Q. Are there external alterations that I can make on my property without applying to the HDC for a CA?

A. Yes. These include painting your house and other structures, planting shrubs and trees, cutting down shrubs and trees, putting up seasonal structures such as bird feeders, lawn swings, etc.

Q. Are there alterations to my property which do not involve my house or garage that do require a CA?

A. Yes. Examples are putting a new surface on a driveway (e.g. asphalt instead of gravel) erecting or removing a fence (stone, picket, or rail), installing a lamp post, making a new parking area.

Q. Do I need a CA for alterations in my property lying in the Historic District that are not at all visible from the road?

A. No.

Q. How do the Town and the State define "Altered" and other terms?

A. In Public Act 80-314, these are defined as follows: "As used in this act: "**Altered**" means changed, modified, rebuilt, removed, demolished, restored, razed, moved or reconstructed; "**Erected**" means constructed, built, installed, or enlarged; "**Exterior Architectural Features**" means each portion of the exterior of a structure or building as it is open to view from a public street, way or place; "**Building**" means a combination of materials forming a shelter for persons, animals, or property; "**Structure**" means any combination of materials, other than a building, which is affixed to the land, and shall include but is not limited to signs, fences, and walls."

Q. Are energy-saving devices such as solar collectors, solar cells, and windmills allowed in the Historic District?

A. Yes, subject to HDC approval. State PA 81-326 is written to encourage the use of such devices. It states that a CA should not be denied unless such a device substantially impairs the historic character and appearance of the District. Many solar collectors can be installed unobtrusively and would be considered appropriate under PA 81-326.

Q. Who may be a HDC member? How are members elected?

A. The Chaplin Town Ordinance establishing the HD and the HDC effective 31 July 1974, states in Section 3: "The Historic District Commission shall consist of five members who are electors of the Town of Chaplin holding no salaried municipal office. Provision shall also be made for two Alternates. These members shall be appointed by the Selectmen of the Town in such a manner that the term of at least one member shall expire each year, and their successors shall serve for terms of five years."

STRUCTURES IN THE CHAPLIN HISTORIC DISTRICT

Map key number and estimated date of construction:

Phoenixville Road

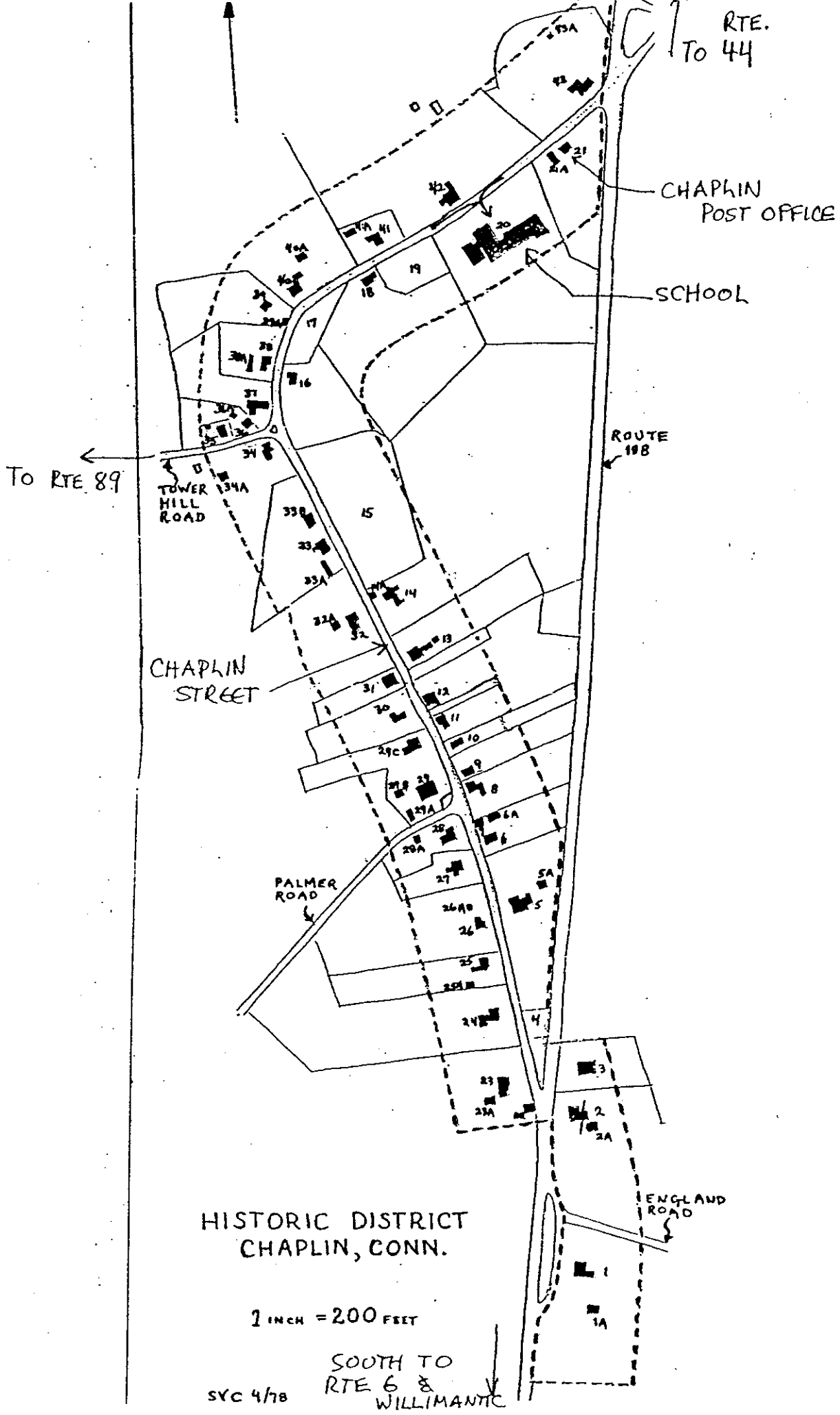
- | | |
|-------|--|
| 1, 1A | 318 Phoenixville Road (house and barn. 1828) |
| 2, 2A | 342 Phoenixville Road (house and barn. 1835) |
| 3 | No street address (Grange-Community Hall 1930) |

East side of Chaplin Street (formerly Village Street)

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|---------|--|
| 5, 5 | 28 Chaplin Street (house, stable, shed. 1800) |
| 6, 6A | 36 Chaplin Street (house and sheds. 1845) |
| 7 | No street address (former GAR hall, now garage 1850) |
| 8 | 42 Chaplin Street (house, former tavern 1822) |
| 9 | 44 Chaplin Street (house 1833) |
| 10 | 46 Chaplin Street (former mercantile store 1830) |
| 11 | 50 Chaplin Street (house 1840) |
| 12 | 54 Chaplin Street (house 1859) |
| 13 | 60 Chaplin Street (former parsonage 1840) |
| 14 | 66 Chaplin Street (house and barn 1832) |
| 16 | 96 Chaplin Street (house 1915) |
| 18 | 112 Chaplin Street (house and shed 1850) |
| 20 | 128 Chaplin Street (Library, Senior Center, former Chaplin Elementary school 1948) |
| 21, 21A | 142 Chaplin Street (former store and barn, Old Chaplin PO 1900) |

West side of Chaplin Street

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|-----------|--|
| 22 | 1 Chaplin Street (Old Town Hall 1840) |
| 23, 23A | 5 Chaplin Street (house and barn 1845) |
| 24 | 15 Chaplin Street (house and studio 1830) |
| 25, 25A | 19 Chaplin Street (house and barn 1840) |
| 26, 26A | 27 Chaplin Street (house and garage 1870) |
| 27 | 31 Chaplin Street (house 1840) |
| 28, 28A | 35 Chaplin Street (house and barn 1830) |
| 29 | 33 Chaplin Street Congregational Church 1814 |
| 29A, 29B | No street address (chapel and former carriage shed) |
| 29C | 47 Chaplin Street (friendship house--parsonage 1831) |
| 30 | 51 Chaplin Street (house 1865) |
| 31 | 57 Chaplin Street (William Ross Library 1911) |
| 32, 32A | 61 Chaplin Street (house and garage 1840) |
| 33A, B, C | 73 Chaplin Street (house and barn 1821) |
| 34, 34A | 87 Chaplin Street (house and barn 1865) |
| 36, 36A | house and shed 1953 |
| 37 | 93 Chaplin Street (house 1832) |
| 38 | 97 Chaplin Street (house and barn 1840) |
| 39, 39A | 103 Chaplin Street (house and garage 1924) |
| 40, 40A | 107 Chaplin Street (house and barn 1820) |
| 41, 41A | 115 Church house and barn 1840 |
| 42 | 127 Chaplin Street (house 1830) |
| 43, 43A | 145 Chaplin Street (house and shed 1830) |



HISTORIC DISTRICT
CHAPLIN, CONN.

1 INCH = 200 FEET

SYC 4/78 SOUTH TO
RTE 6 & WILLIMANTIC

Town of Chaplin Historic District Commission [Items in brackets are ones that have been revised since the creation of the HDC in Chaplin in 1974 per changes in CT state statutes]:

Regulations and Procedures:

I. Meetings

A. Annual meetings should be held on the second Tuesday in September at 7:30 P.M. at the Town Hall

1. At this meeting the offices of Chairman, Co-Chairman and Secretary will be elected by the members from the membership to serve for the period of one year.
 - a. A member may be elected to serve more than one term
2. Quorum: Four members of the Commission shall constitute a quorum
3. Alternates are urged to attend all meetings but may not vote unless they are replacing an absent member
4. Special meetings shall be called by the Chairman by his/her own motion or at the request of any two members of the Commission, or on any such day as the Commission by vote, may determine.
5. Minutes must be kept of all meetings.

II. Pre-Hearing Procedure

THE COMMISSION WILL MAKE NO DECISIONS PRIOR TO A FORMAL APPLICATION AND PUBLIC HEARING.

III. Application for a Certificate of Appropriateness

A. No building, or structure shall be erected, altered, restored, moved or demolished or new construction undertaken within the Historic District until an application for a Certification of Appropriateness as to exterior architectural features has been submitted to and approved by the Commission. "Exterior architectural features" is defined as such portion of a the exterior of a structure as is open to view from a public street, and also covers signs and bill posters, stone walls, driveways, and any proposed parking areas or enlargement or extension of existing parking areas.

B. Contents of an Application for a Certificate of Appropriateness

1. Name/address of owner, agent, architect, or contractor if one is being used.
2. Location of property to be affected if this is different from applicant's address
3. Written description of work to be done including materials to be used.
4. Drawings and/or plans; photos; and any other information the Commission deems necessary to describe the work.
5. Approximate dates of commencement and completion of the work.

C. Filing the Application for a Certificate of Appropriateness:

1. Applications, in triplicate, and all attachments thereto shall be filed with the Chaplin Historic District Secretary, who, with the Chairman, will check them to determine if the information provided is sufficient. The date on which they determine the information is sufficient is considered the filing date of the application.

- a. A copy of the application will be sent to the Building Inspector.
- b. The Commission will set a date for a public hearing no later than 30 days after the filing date.

D. Notice for Public Hearing

1. The Commission must hold a public hearing for each application it finds satisfactory.
2. Notices must be paid for by the applicant

3. Notices of the date of said hearing shall be sent to the applicant no less than 7 days before the date set for the hearing.

4. The Commission shall publish a legal notice in a newspaper serving the local municipality not more than 15 days nor less than 5 [As per CT statutes 7-147e 2005] days before the date set for the public hearing. [

5. Such public notice shall contain:

a. Name of applicant, property affected, and description of the work to be done.

b. Date, time and place of hearing.

6. It is required that a quorum of Commissioners be present at a public hearing.

E. Decisions on the Certificate of Appropriateness.

1. Must be made by a majority of Commissioners or alternates who heard the application.

2. Decisions of the Commission must be returned in not more than 65 [As per CT statutes 7-147e 2005] days of the filing of an application

a. In case of undue hardship, variance from strict interpretation of the statutes is permissible.

[Note addition to state regulations: "When a certificate of appropriateness is denied, the commission shall place upon its records and in the notice to the applicant the reasons for its determination, which shall include the bases for its conclusion that the proposed activity would not be appropriate." 7-147e (b) 2005.]

3. Approval of the final accepted plans and/or drawing related to the proposed work must be indicated thereon by signature of the Secretary of the Commission.

4. All decisions of the Commission shall be in writing. Approval shall be by Certificate of Appropriateness. Copies shall be sent to the applicant and to the building inspector.

5. No building permit shall be issued for exterior work on a structure in the Historic District until the Historic District Commission has issued a Certificate of Appropriateness.

F. Reapplication and Appeal.

1. In case of denial by the Commission, the applicant may file a new application at any time.

2. Appeals from decisions of the Commission are permissible within 15 days of the decision date and must be taken to the Court of Common Pleas of the County.

G. Limitation on Validity of Certificate of Appropriateness

1. Any Certificate of Appropriateness issued by this Commission shall expire 18 months from the time of its issue, unless work and/or construction covered thereby is completed within that time.

2. Penalties shall be as prescribed and in accord with the provisions of section 7-147a to 7-147k inclusive as amended in the General Statutes of Connecticut.