





**CITY OF STAMFORD**  
**HISTORIC PRESERVATION ADVISORY COMMISSION**  
888 WASHINGTON BOULEVARD  
P.O. Box 10152  
STAMFORD, CT 06904 -2152

**Application for HPAC- Review**

In order to be eligible for a review by the HPAC, the applicant must submit a complete application two weeks (14 days) prior to the next monthly meeting. Such applications include drawings, as well as a written description of the work as noted below. Additional copies must be provided to the commission members on the date of the meeting.

The following requirements must be followed for all submittals. The owner, the applicant, or a qualified representative must appear at the meeting to present the project.

**At time of application, 2 weeks in advance of meeting:**

- [ ] One copy of HPAC application form, filled out with this check list of requirements attached. (Please attach a site location plan, or Google earth plan.)
- [ ] A CD or e-mail file of all the application materials - in PDF form
- [ ] Historical description of any existing structures, plus any historical photos (normally 8.5" by 11")
- [ ] Photos in color of the building, any out- buildings, site, and adjacent building context. (tiled on 8.5" x 11" or 11" x 17") - [show adjacent buildings, & buildings across the street]
- [ ] One paper copy at full size of site plan or survey, (usually 24" by 36")
- [ ] One paper copy at full size of all architectural drawings, (plans & elevations), usually 24" by 36"

**At time of the meeting presentation:**

- [ ] Bring application the form and historical description attached to drawings for review.
- [ ] Bring 8 - one half size sets of presentation materials for handout. ( usually 11" by 17")
- [ ] Bring all full scale architectural drawings, mounted on foam core, for presentation, (colored if appropriate).
- [ ] Bring 8 sets of building, site, and context photos ( 8.5" by 11" or tiled on 11" by 17" sheets)

**If alterations and/or improvements are planned** - in addition to items noted above:

- [ ] Bring rendered elevations and/or perspectives depicting actual materials, color, and shade used.
- [ ] Bring the ( proposed ) site and landscape plan - rendered if possible
- [ ] Other information as may be appropriate to evaluate the design intent. (actual samples of materials are helpful)

Please attach this page to the original application form.