

Instructions for providing Certified Mail Return Receipts for Demolition Permits

You will need eight (8) #10 business size envelopes, eight (8) certified mail forms and eight (8) return receipt forms. **Click to download samples.** Once your application has been received and you have all the required materials from steps 2 to 3 of the checklist, you may bring them to the Building Dept.

The forms need to be addressed to the following eight (8) organizations listed below:

Judy Norinsky
290 Guinea Road
Stamford, CT 06903

David Woods
Culpen and Woods Architects
400 Main Street
Stamford, CT 06901

Jill Smyth
Historic Neighborhood Preservation Program
4 Wampanaw Ave., Unit A
Stamford, CT 06902

Cove East Side Neighborhood Coalition
Attn: Mr. Michael Ambrosecchio
53 Weed Avenue
Stamford, CT 06902-6736

Daniel Forest, Director of Arts & Historic Preservation
& State Historic Preservation Officer
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

Historic Neighborhood Preservation
Program Inc.
78 Webbs Hill Road
Stamford, CT 06903

South End Neighbor Revitalization Zone
c/o Sheila Barney
74 Ludlow Street
Stamford, CT 06902

Daniel Mackay
Connecticut Trust for Historic Preservation
940 Whitney Avenue
Hamden, CT 06517

The back of the return receipt green card (see attached sample) should be addressed as follows:

Robert DeMarco, Chief Building Official
City of Stamford – Building Dept.
888 Washington Blvd., P.O. Box 10152
Stamford, CT 06904-2152

If you have any questions or require additional information, please call Debbie at 203-977-4603.

SAMPLE OF CERTIFIED MAIL RECEIPT:

Write address of demo property
as shown on the attached receipt.

Robert DeMarco, Chief Building
Official
City of Stamford – Building Dept.
888 Washington Blvd, P.O. Box 10152
Stamford, CT 06904-2152



7016 0340 0000 4994 7453
7016 0340 0000 4994 7453

U.S. Postal Service™ 23 Overhill Rd
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Extra Services & Fees (check box, add fee as appropriate)	Total
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	
Certified Mail Fee	

Postmark Here

Total DANIEL FOREST, DIR. OF ARTS & HISTORIC PRESERVATION & STATE HISTORIC PRESERVATION OFFICER ONE CONSTITUTION PLAZA, 2ND FL HARTFORD, CT 06103

City: HARTFORD, CT 06103
State: FL
Street: ONE CONSTITUTION PLAZA, 2ND

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

SAMPLE OF CERTIFIED MAIL FOR RETURN RECEIPT (GREEN CARD)

FRONT OF CARD:

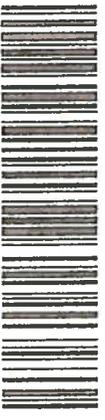
<p>SENDER: COMPLETE THIS SECTION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete items 1, 2, and 3. <input type="checkbox"/> Print your name and address on the reverse so that we can return the card to you. <input type="checkbox"/> Attach this card to the back of the mailpiece, or on the front if space permits. <p>1. Article Addressed to:</p> <p>DANIEL FOREST, DIR. OF ARTS & HISTORIC PRESERVATION & STATE HISTORIC PRESERVATION OFFICER ONE CONSTITUTION PLAZA, 2ND FL HARTFORD, CT 06103</p>  <p>9590 9402 1794 6074 5812 75</p>	<p>COMPLETE THIS SECTION ON DELIVERY</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;"> <p>A. Signature</p> <p>X</p> </td> <td style="width: 50%; padding: 5px;"> <p><input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> </td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;"> <p>B. Received by (Printed Name)</p> </td> <td style="padding: 5px;"> <p>C. Date of Delivery</p> </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p> </td> </tr> </table>	<p>A. Signature</p> <p>X</p>	<p><input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p>	<p>B. Received by (Printed Name)</p>	<p>C. Date of Delivery</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>	
<p>A. Signature</p> <p>X</p>	<p><input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p>						
<p>B. Received by (Printed Name)</p>	<p>C. Date of Delivery</p>						
<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>							
<p>2. Article Number (Transfer from service label)</p> <p>7016 0340 0000 4994 7453</p>							
<p>3. Service Type</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;"> <p><input type="checkbox"/> Adult Signature Restricted Delivery</p> <p><input type="checkbox"/> Certified Mail®</p> <p><input type="checkbox"/> Collect on Delivery</p> <p><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</p> </td> <td style="width: 50%; padding: 5px;"> <p><input type="checkbox"/> Priority Mail Express®</p> <p><input type="checkbox"/> Registered Mail™</p> <p><input type="checkbox"/> Registered Mail Restricted Delivery</p> <p><input type="checkbox"/> Return Receipt for Merchandise</p> <p><input type="checkbox"/> Signature Confirmation™</p> <p><input type="checkbox"/> Signature Confirmation Restricted Delivery</p> </td> </tr> </table>		<p><input type="checkbox"/> Adult Signature Restricted Delivery</p> <p><input type="checkbox"/> Certified Mail®</p> <p><input type="checkbox"/> Collect on Delivery</p> <p><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</p>	<p><input type="checkbox"/> Priority Mail Express®</p> <p><input type="checkbox"/> Registered Mail™</p> <p><input type="checkbox"/> Registered Mail Restricted Delivery</p> <p><input type="checkbox"/> Return Receipt for Merchandise</p> <p><input type="checkbox"/> Signature Confirmation™</p> <p><input type="checkbox"/> Signature Confirmation Restricted Delivery</p>				
<p><input type="checkbox"/> Adult Signature Restricted Delivery</p> <p><input type="checkbox"/> Certified Mail®</p> <p><input type="checkbox"/> Collect on Delivery</p> <p><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</p>	<p><input type="checkbox"/> Priority Mail Express®</p> <p><input type="checkbox"/> Registered Mail™</p> <p><input type="checkbox"/> Registered Mail Restricted Delivery</p> <p><input type="checkbox"/> Return Receipt for Merchandise</p> <p><input type="checkbox"/> Signature Confirmation™</p> <p><input type="checkbox"/> Signature Confirmation Restricted Delivery</p>						
<p>PS Form 3811, July 2015 PSN 7530-02-000-9053</p> <p style="text-align: center;">Domestic Return Receipt</p>							

Write address of demo property
as shown on the attached card.

**SAMPLE OF CERTIFIED MAIL FOR
RETURN RECEIPT (GREEN CARD)**

BACK OF CARD:

USPS TRACKING #



9590 9402 1794 6074 5812 75



First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

**United States
Postal Service**

• Sender: Please print your name, address, and ZIP+4® in this box*

Robert DeMarco, Chief Building
Official
City of Stamford – Building Dept.
888 Washington Blvd, P.O. Box 10152
Stamford, CT 06904-2152