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Course and Method of Operation

Sec. 10-321-1. Administrative structure

For administrative purposes, the agency shall consist of (1) Office of Historic Preservation (2) Office of Museum Administration.

(Effective June 2, 1977)

Sec. 10-321-2. Course and method of operation

The Office of Historic Preservation and the Office of Museum Administration shall be under the general charge of the Director. The Office of Historic Preservation shall be concerned with preserving the state's historical resources, administering the Department of the Interior's National Register of Historic Places program, administering the Department of the Interior's National Register of Historic Places grants-in-aid program, formulating standards and criteria to guide municipalities in the evaluation, delineation and establishment of historic districts, commenting on state, federal and local environmental reviews to determine projects on the state's cultural heritage and maintaining the state historic preservation plan. The Office of Museum Administration shall be responsible for the development and operation of the Commission's properties and for educational and other museum related programs.

(Effective June 2, 1977)

Sec. 10-321-3. Meetings

The Connecticut Historical Commission shall meet monthly at 277 Main Street, Hartford. The times and places of each monthly meeting shall be on file in the office of the Secretary of the State. Meetings shall be conducted in accordance with Robert's Rules of Order.

(Effective June 2, 1977)

Sec. 10-321-4. State register of historic places

1) Historic structures and landmarks for inclusion in the State Register shall be nominated by the Office of Historic Preservation and designated by the Commission.

2) The following criteria shall be the standards used in evaluating and determining eligibility of properties for listing on the State Register of Historic Places:

The quality of significance in American history, architecture, archaeology, and culture is present in districts, sites, buildings, structures, and objects of State and local importance that possess integrity of location, design, setting, materials, workmanship, feeling and association, and:

(1) That are associated with events that have made a significant contribution to our history and the lives of persons significant in our past; or

(2) That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

(3) That have yielded, or may be likely to yield, information important in prehistory or history.

(Effective June 2, 1977)

Sec. 10-321-5. Nomination to the national register of historic places

Requests for consideration of the nomination of a building, site or district to the National Register of Historic Places shall be made in writing and may be submitted by site owners, government officials, interested citizens, Commission members or Commission staff. The request for consideration of a National Register of Historic

Places nomination shall be accompanied by photographs, a written description and a statement of the significance of the potential nominee.

Owners of properties suggested for nomination to the National Register of Historic Places shall be notified of the State's intent to nominate the property by certified mail at least thirty days prior to the final decision of the nomination of the property. Persons wishing to comment on the nomination shall do so in writing during the period of thirty days commencing with the date of the notice.

In the case where a district containing five or more properties is being nominated to the National Register of Historic Places, notice shall be given by publication of a legal advertisement twice, at least seven days apart, in a newspaper having substantial circulation in the municipality wherein the property is located. Interested persons wishing to comment shall do so in writing on the nomination during the period of thirty days commencing with the date of publication of the first legal advertisement.

The chief executive officer of the municipality in which is located a building, site or district being considered for nomination to the National Register shall be notified by certified mail of the State's intent to nominate the property at least thirty days prior to the final decision on the nomination of the property.

Administration of the National Register of Historic Places program shall be carried out in accordance with the regulations of the United States Department of the Interior, National Park Service concerning the National Register of Historic Places. Where Federal regulations may be inconsistent with State regulations, the Federal regulations shall apply.

(Effective June 2, 1977)

Sec. 10-321-6. National register grants

Applications for grants-in-aid from the National Park Service to assist owners of properties on the National Register of Historic Places in the preservation and acquisition of said properties shall be made on forms prescribed by the Commission and available at its office on written request.

Applications for grants-in-aid from the National Park Service for the identification and recording of the State's historical and archaeological resources in specific areas may be made by municipalities, state agencies, Regional Planning Agencies or not-for-profit corporations. Applications shall be in the form prescribed by the Commission.

Administration of the National Register of Historic Places grants-in-aid program shall be carried out in accordance with the guidelines, procedures and regulations of the United States Department of the Interior, National Park Service, and all applicable State Laws.

(Effective June 2, 1977)

Sec. 10-321-7. State grants-in-aid for historic preservation

1) Historic structures and landmarks for which grant assistance is being sought shall be authentic historic structures or landmarks and be identified as such in the State Register of Historic Places.

2) Applications for financial assistance shall be made on forms prescribed by the Commission and available upon written request at its office. Applicants shall also furnish a statement of financial need, a statement of the method and sources of funding; a statement of the historical significance of the property; any element of urgency for the project; black and white photographs of at least five inches by seven

inches depicting the area of the work to be accomplished; and a statement of the proposed hours and fees for public visitation.

(Effective June 2, 1977)

Sec. 10-321-8. Standards and criteria for historic districts

Standards and criteria for guidance in the evaluation, delineation and establishment of historic districts shall be available upon request at the office of the Connecticut Historical Commission.

(Effective June 2, 1977)

Sec. 10-321-9. Public information policy

In accordance with the Connecticut General Statutes, Chapter 3, Public Records and Meetings, as amended, the Commission shall make available for public inspection all of its public records and files not exempt from disclosure.

(Effective June 2, 1977)

Sec. 10-321-10. Requests for information

Requests for information from the Commission shall be made in writing addressed to the Director. Brochures describing Commission activities and programs are available without charge at the offices of the Commission.

(Effective June 2, 1977)

Sec. 10-321-11. Town markers

Applications an historical marker may be made by municipalities and shall be submitted on forms prescribed by the Commission and available at its office. Such application shall not be valid unless it is signed by the Chief Executive Officer of such municipality and contains the proposed text for the marker and the town's agreement to erect the marker within sixty days of delivery and to maintain the site on which the marker will rest. The text shall be subject to approval of the Commission. The application shall be accompanied by a copy of the resolution of the local legislative body approving the application and authorizing its submission. If approved by the Commission, the historical marker will be delivered to the Chief Executive Officer. Should the municipality fail to comply with the terms of its agreement to maintain the site, the Commission may take the necessary steps to have the marker removed.

(Effective June 2, 1977)

Sec. 10-321-12. Petition for promulgation, amendment or repeal of a regulation

Any interested person may at any time petition the agency to promulgate, amend or repeal any regulation. The petition shall set forth clearly and concisely the text of the proposed regulation, amendment or repeal. Such petition shall also state the facts and arguments that favor the action it proposes by including such data, facts and arguments either in the petition or in a brief annexed thereto. The petition shall be addressed to the director by mail or delivered in person at the office of the agency during normal business hours. Upon receipt of the petition the director shall within thirty (30) days determine whether to deny or to initiate regulation making proceedings in accordance with law. If the director denies the petition, the director shall give the petitioner notice in writing, stating the reasons for the denial based on the data, facts and arguments submitted with the petition by the petitioner and upon such additional data, facts and arguments as the director shall deem appropriate.

(Effective June 2, 1977)