

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

**HADDONFIELD HISTORIC DISTRICT
BOROUGH OF HADDONFIELD**

SUBMISSION DATE

MEETING DATE

APPLICATION #

Type or Print Legibly

PROPERTY DATA

Property Address: _____

Block(s): _____ Lot(s): _____

Name of Business (if commercial establishment): _____

PROPERTY OWNER DATA

Property Owner Name: _____

All corporations, LLC's etc must be represented by an attorney at the Planning Board

Address: _____

Home Phone: (____) _____ Work Phone: (____) _____

E-Mail Address _____

Brief description of the Project Scope: _____

Applicant Signature: _____

----- **CERTIFICATE OF APPROPRIATENESS** -----

For Official Use

Historic Preservation Commission Action:

()	Recommend Approval	()	Recommend Conditional Approval	()	Recommend Denial
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**Name & Signature
Historic Preservation Commission Representative**

HPC Meeting Date

Planning Board Action:

()	Approved	()	Conditional Approval	()	Denied
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Name & Signature, Zoning Officer

PB Meeting Date

OUTLINE NATURE OF PROPOSED WORK

(please use additional paper to continue if necessary)

ARCHITECTURAL FEATURE	Repair	Replace-In Kind	New
Foundation			
Exterior Walls			
Masonry or Brickwork			
Siding			
Roof System			
Roof			
Dormers			
Cupola			
Gutters			
Downspouts			
Chimney			
Eave			
Cornice			
Soffit			
Fascia			
Windows			
Sash			
Frames			
Louvers			
Screen or Storm			
Shutters			
Doors and Doorways			
Door Surrounds			
Door Frames			
Doors			
Screen or Storm			
Porch			
Columns			
Railings/Balusters			
Floor/Ceiling			
Foundation			
Stairs/Steps			
Paving			
Sidewalk			
Driveway			
Fences			
Other			

**SUBMIT TWENTY-FIVE (25) COPIES OF THIS FORM
AND ALL SUPPORTING DOCUMENTATION, PHOTOGRAPHS, AND PLANS**

**PLEASE GIVE A DETAILED DESCRIPTION OF THE
PURPOSED WORK :**

Check the BOXES below to indicate all submitted items

- 1. Applicants **MUST** notify adjacent property owners at least 10 days before the meeting and submit the included Certification Form as proof. Failure to notify adjacent property owners will result in the application being tabled.

 - 2. Photographs of the building in question depicting the subject-matter of the application;

 - 3. A written description of the proposed work;

 - 4. Proposed architectural drawings (including elevation, drawings, floor plans, site layout, etc.);

 - 5. Material specifications (e.g., architect’s technical specifications or manufacturer’s literature describing or depicting the proposed materials);

 - 6. Historical documentation (e.g., historical photographs) supporting the proposed architectural decisions; and such other diagrams, architectural drawings, specifications, or other materials, sufficient to adequately inform the Historic Preservation Commission and the Planning Board of the nature of the proposed work.

 - 7. Digital copy of the application and plans are required with each application. If they are not submitted at the time of the application, it will be deemed as incomplete and will not be processed or heard.
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- **Attach all supporting documentation to the application form.**
 - **Submission Deadline: 14 days prior to Historic Preservation Commission meeting or 28 days prior to Planning Board meeting, whichever date is earlier.**

Type of Application & Definitions

Fee

✓ **Administrative Review & Approval**

\$100

✓ **Tier I Application**

\$125

- Shall be defined as minor repairs, alterations to a structure including residential or commercial.

✓ **Tier II Application**

\$175

- Shall be defined as major repairs, alterations or additions to one structure be it residential or commercial.

✓ **Tier III Application**

\$250

- Shall be defined as major repairs, alterations or additions to a structure with two (2) to five (5) units be it residential, commercial or mixed use.

✓ **Tier IV Application**

\$500

- Shall be defined as major repairs, alterations or additions to a structure with six (6) or more units be it residential, commercial or mixed use

AND

• **Legal Escrow Fee**

\$100

- Required for Tier 1 through Tier 5 applications. Fee covers the cost of legal resolution once application is approved by HPC and the Planning Board.

Public Notice Required.

As part of the **Certificate of Appropriateness** application process, the applicant for a certificate of appropriateness shall notify the adjacent property owners by mail in accordance with the following requirements:

(1) For all applications that will also include a subdivision or land development that must go before the Planning Board, or for a request for a variance before the Board of Adjustment, per this article, the applicant must notify, via certified mail, at least 10 days before the scheduled meeting of the HPC, all property owners within 200 feet of the subject property. 200 foot property list provided by Zoning Officer at a cost of \$10.

(2) For all applications that do not include a subdivision or land development that must go before the Planning Board, and do not involve a request for a variance before the Board of Adjustment, then the applicant must notify, via regular mail, at least 10 days before the scheduled meeting of the HPC, only the adjoining property owners to the subject tract, with a brief description of the planned work. Copies of the letters shall be brought to the HPC meeting.

(3) Exception: For a request for an administrative review, for a determination of non-necessity that no certificate of appropriateness is required, it shall not be necessary to notify the adjoining neighbors as noted above.

I _____ certify that notice has been delivered upon the required property owners as outlined in section (1) or (2) listed above.

Signature: _____ Date: _____