

## Pitman Historic Preservation Commission

110 S. Broadway, Pitman, NJ 08071 Phone 856-589-2433 Fax 856-589-0259

The Pitman Historic Preservation Commission was established in 1986 to assist property owners in the Historic District who wish to:  
**Build a new structure, demolish a structure or any part of the structure or make modifications to the exterior of the structure .**

The commission is authorized to operate under the Municipal Land Use Law of the State of New Jersey, which gives municipalities the right to enact historic district ordinances.

Before starting any exterior work, property owners are required to obtain a Certificate of Appropriateness. This application is available in the Construction Office and will be reviewed by the Commission. To be considered for review, applications must be completed and submitted to the Construction Office, no later than seven days prior to the scheduled monthly meeting of the Historic Preservation Commission. The meetings are on the second Thursday of the month at 7 pm in Borough Hall.

*The application must include all material relevant to assist the Commission in making its determination as to the appropriateness of the proposed changes.*

*This includes:*

***Photographs of the existing condition.***

***Plans and drawings that include dimensions and illustrate the proposed work.***

***Brochures and color samples for siding, roofing material, windows, doors, gutters, light fixtures, paint, fencing, etc.***

***A thorough and accurate depiction of the final appearance of the property after completion of the work.***

*It is strongly recommended that the applicant or a representative attend the meeting at which the application will be discussed. This will ensure that all information necessary for the review process has been provided and any questions can be answered. Incomplete information may delay approval of the application.*

The Commission will consider all aspects of the proposal. They will make suggestions if necessary, and will recommend or not recommend approval of the application. This process is usually completed at the first meeting following submission of an application. If questions arise or details have been omitted, the decision may be deferred. The Commission will act as soon as possible after careful consideration of the application.

After Historic Commission review, applications are submitted to the **Planning Board** for a final determination. The recommendation of the Commission is not binding: the Planning Board may either accept or reject the recommendation. Applicants should consider attending the meeting of the Planning Board (third Monday of each month at 7PM in Borough Hall) at which time the application will be evaluated. If approved, the Construction Office will issue the permit following the **Planning Board meeting**; as long as all other necessary prior approvals have been met.

The decision of the Planning Board is governed by Borough of Pitman Ordinance 15-12.11 and is binding on the applicant. Any work done in violation of the Planning Board decision is subject to order for removal, as well as possible prosecution and fines.

**If you have any questions, please feel free to contact any one of the following Commissioners:**

Walter Madison (Chairman) 609-280-1742

Lance Eisenhart (Vice Chairman) 856-297-2849

Todd Townsend 303-507-1971

Ross Millard 757-943-7660

Michelle LaPlante (Corr. Sec.) 856-582-2229

Paul Blass (Council Liaison) 852-693-8778

Please sign below to indicate that you have read and understand this document. **Application will not be reviewed without the signature of the property owner.**

**Property Owner** \_\_\_\_\_

**Date** \_\_\_\_\_

**HISTORIC DISTRICT  
BOROUGH OF PITMAN  
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

APPLICATION NUMBER \_\_\_\_\_

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**PLEASE USE BALL POINT PEN TO FILL OUT THIS FORM**  
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APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS OF PROPOSED CHANGES: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

I hereby apply for a Certificate of Appropriateness for changes to the exterior of my building as required by the Pitman Historic District Ordinance.

- |   |                                  |   |                                  |
|---|----------------------------------|---|----------------------------------|
| <input type="checkbox"/> roofing          | <input type="checkbox"/> doors   | <input type="checkbox"/> new construction | <input type="checkbox"/> trim    |
| <input type="checkbox"/> siding           | <input type="checkbox"/> windows | <input type="checkbox"/> demolition       | <input type="checkbox"/> fencing |
| <input type="checkbox"/> painting         | <input type="checkbox"/> gutters | <input type="checkbox"/> light fixtures   | <input type="checkbox"/> other   |
| <input type="checkbox"/> porch / railings | <input type="checkbox"/> sign    |   |                                  |

It is required to provide a description of proposed changes, including materials, colors, sketches, photos, and product samples:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ circle one:  Owner  Tenant

The above application was reviewed by the Pitman Historic Commission on \_\_\_\_\_ and was classified as a \_\_\_\_\_ major \_\_\_\_\_ minor application. As a result of this review, the issuance of a Certificate of Appropriateness by the Planning / Zoning Board is \_\_\_\_\_ recommended \_\_\_\_\_ not recommended.

**REQUIREMENTS:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**RECOMENDATIONS:**  
 \_\_\_\_\_  
 \_\_\_\_\_

I accept all recommendations and requirements as noted above.

Signature of property owner \_\_\_\_\_ Signature of tenant \_\_\_\_\_

\_\_\_\_\_  
 Chairperson, Historic Preservation Commission Date

The changes described above are among those that have been preapproved by the Planning / Zoning Board. I therefore authorize work to commence prior to the issuance of a Certificate of Appropriateness by the Planning / Zoning Board, once a building permit, if required, is obtained.

\_\_\_\_\_  
 Zoning Official Date

The Pitman Planning / Zoning Board reviewed this application on \_\_\_\_\_ and hereby finds that the proposed action is consistent with the intent and purposes of the Article pertaining to the Historic Preservation District, and a Certificate of Appropriateness is issued subject to any conditions provided above.

\_\_\_\_\_  
 Chairperson, Pitman Planning / Zoning Board