

Pitman Historic Preservation Commission

110 S. Broadway, Pitman, NJ 08071

Phone 856-589-2433

The Pitman Historic Preservation Commission was established in 1986 to assist property owners in the Historic District who wishes to:

Build a new structure, demolish a structure or any part of the structure or make modifications to the exterior of the structure.

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 fourteen business days prior to the scheduled monthly meeting of the Historic Preservation Commission. The meetings are on the first Thursday of the month at 7 pm in Borough Hall.

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.

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

Which should include the following:

- ☐ **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.**

*The applicant or a representative **must** 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. If there is no one that can attend, it will be removed from the agenda.*

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. The Commission will act as soon as possible after careful consideration of the application. **NO WALK-INS WILL BE HEARD.**

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

The decision of the Planning/Zoning 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/Zoning Board decision is subject to an order for removal, as well as possible prosecution and fines.

APPLICATION NUMBER _____

APPLICANT'S NAME: _____ DATE: _____

APPLICANT'S ADDRESS: _____

APPLICANT'S EMAIL: _____ PHONE # _____

ADDRESS OF PROPOSED CHANGES: _____ BLOCK _____ LOT _____

_____ ROOFING	_____ PORCH/RAILS	_____ GUTTERS	_____ DEMOLITION	_____ FENCING
_____ SIDING	_____ DOORS	_____ SIGN	_____ LIGHTING	_____ OTHER
_____ PAINTING	_____ WINDOWS	_____ NEW CONSTRUCTION	_____ TRIM	

[illegible]

Applicant Signature: _____

Applicant Print: _____ Date _____

Property Owner Signature: _____ Date _____

Property Owner Print: _____ Email _____

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ZONING OFFICER

The changes described in Historic Application (#) _____ 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 Signature

Date

HISTORIC COMMISSION CHAIRPERSON

Application (#) _____ was reviewed by the Pitman Historic Commission on this _____ Day in the Month of _____ in the year _____. As a result of this review, the issuance of a Certificate of Appropriateness by the Planning / Zoning Board is:

- ☐ Recommended
☐ Not recommended.

REASONS/SUGGESTIONS: _____

Historic Preservation Commission Chairperson Signature

Date

PLANNING AND ZONING CHAIRPERSON

The Pitman Planning / Zoning Board reviewed the application on this _____ Day in the Month of _____ in the year _____ 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 by the Commission on this application.

Pitman Planning/Zoning Board Chairperson Signature

Date