

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 fourteen 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 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. **NO WALKINS WILL BE HEARD.**

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** if 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 an 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

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 Signature: _____

Property Owner Print: _____ **Date** _____

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

PLEASE USE BALL POINT PEN TO FILL OUT THIS FORM

APPLICANT NAME: _____ DATE: _____

APPLICANT'S ADDRESS: _____

APPLICANTS EMAIL _____ 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.

- | | | | | |
|----------------|-------------------|------------------------|----------------------|---------------|
| _____ ROOFING | _____ PORCH/RAILS | _____ GUTTERS | _____ DEMOLITION | _____ FENCING |
| _____ SIDING | _____ DOORS | _____ SIGN | _____ LIGHT FIXTURES | _____ OTHER |
| _____ PAINTING | _____ WINDOWS | _____ NEW CONSTRUCTION | _____ TRIM | |

Brief description of proposed changes including material and colors (sketches, photos, and product samples are REQUIRED).

Signature of Applicant: _____

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 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.

REASONS/SUGGESTIONS: _____

Chairperson, Historic Preservation Commission

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