



Where Community, Business & Tourism Prosper

Historic Preservation Commission Certificate of Appropriateness Information Sheet

WHEN HPC APPROVAL IS REQUIRED

All work involving exterior finishes and elements such as paint, color, doors, windows, siding, roofing, exterior fencing, screening, refuse enclosures, sheds storage facilities, porches and railings are subject to review by the Historic Preservation Commission. Prior to completing the attached application the Commission strongly encourages all applicants, contractors and architects be familiar with the Ocean Grove Historic District Architecture Guidelines for Residential or Commercial Structures. The Guidelines are available online at www.neptunetownship.org.

REQUIRED INFORMATION

Depending on the scope of work proposed, each applicant will be required to submit all architectural plans, sketches, photographs, color and material samples and any other useful reference for review by the Technical Review Committee. When the scope of work includes any site work, demolition, additions or new construction a survey/site plans is required.

HOUSE PAINTING

- Include samples of color chips;
- Description of color placement establishing locations of all designated major and minor;

NEW CONSTRUCTION, ALTERATIONS, OR ADDITIONS:

- Three copies of sealed signed architectural plans (drawn to scale). If Zoning is required, plans must be stamped "Approved" by the Zoning Officer;
- Catalog cuts of any new doors, windows, railings, material samples, etc;
- If demolition is required describe the extent of demolition in detail and submit demolition calculations;

AIR CONDITIONING COMPRESSORS OTHER:

- Provide a copy of detailed drawings showing the location of the unit on a site plan or survey;
- Catalog cut of the proposed unit approved by the Zoning Department;
- Elevations showing the location of exterior piping or chases.

FENCING

Note: Fences placed on the front of the dwelling cannot exceed 2.5 feet, 4 feet on sides and 5 feet in the rear of the property;

- Three copies of a survey/site plan approved by Zoning, showing the location and type of fence;
- Catalog cut of proposed fence.

WINDOWS

- In the description section describe the efforts made to repair, restore and preserve the original windows and the replacement or repair proposed for crown moldings and other window moldings and trim;
- Describe the type, style and material of the new windows;
- Catalog cut of proposed windows;

SIDING

- In the description section describe the efforts made to repair, restore and preserve the original siding material. Specify proposed material, (wood, clapboard, shakes, vinyl, other manufactured product), which areas will be sided, how the siding and all trim will be applied, the texture and dimension of proposed siding and how the new siding installation will protect trim details on the affected areas of the building;
- Include catalog cuts and/or samples of proposed siding.