

1. Preparation

Be aware that some architectural modifications made to homes in Ocean Grove over the years have been completed in violation or without legal permit. They also may have been completed prior to the establishment of the HPC and violate national, state and local standards. These are not appropriate examples for future renovation, restoration or preservation.

In all cases, owners and architects and other design and construction professionals should research the availability of historic photos, Sanborn maps* and other references which may specifically contribute to the effort of ascertaining original designs and details pertaining to the Applicant's property. Restoration, replication or reconstruction of original materials and ornamentation is most desirable and highly encouraged.

Residential property owners and architects should become familiar with existing historically appropriate structures within the **Ocean Grove Historic District** in order to select and design improvements. Research information maps and photos can be found at the Ocean Grove Historic Society located at 50 Pitman Avenue, infor@oceangrovehistory.org, or (732) 774-1869.

Concept review workshops, available by appointment, with the HPC may be helpful in this effort. Contact the HPC office to schedule an appointment.

2. Zoning Review

If your scope of work includes the construction, erection, reconstruction, alteration, conversion, or installation of any building or structure zoning approval is required prior to your application being reviewed by the Commission.

3. Application

Applicants can apply for a Certificate of Appropriateness at the Historic Preservation Office of the Township of Neptune.

Required Information: Depending on the scope of work proposed, the applicant will be required to submit with the application all architectural plans, sketches, photographs, color and material samples, and any other useful references for review by HPC in advance of the hearing date. **When the scope of work includes any site work, demolition, addition or new construction, a site survey plan is required.**

If the proposed improvements are limited to repairs and maintenance-type work (such as new roofing, porch decking and railing repair, paint, or exterior siding work), the HPC's policy is that the use of an Architect is optional. The Applicant must submit simple sketches and samples of materials and colors. It is, however, advisable to retain the services of an Architect if the proposed improvements include substantial renovations, alterations, additions, or new construction.

The scope of the proposed work may require the retention of an Architect for the purposes of the issuance of Building Permits. It is advisable to consult with your Building Department Official or an Architect.

When the services of an Architect are required, four sets of signed and sealed construction documents with professionally prepared and detailed plans and exterior elevation drawings are to be submitted for HPC review.

All new multi- and single-family construction, renovation, alteration and proposed addition will require drawings prepared at a scale not less than a 1/4" to 1'-0". Professionally prepared construction documents must be signed and sealed by an Architect.

4. Technical Review

A subcommittee of the **HPC** will review all applications. A complete application can be approved by the subcommittee when the project is limited in scope and meets all **Design Guideline** criteria. The subcommittee will notify applicants of any additional information required and potential compliance issues. **For more extensive "work", a conceptual pre-application planning session with two or more members of the HPC may be appropriate.**

5. Public Hearing

Following the Technical Review, the applicant will be provided with a public hearing date before the **HPC** at the Neptune Township Municipal Building

Each HPC hearing will have multiple applicants presenting their proposed improvements. The applicant and/or their representatives will be sworn in as to the truth and completeness of their testimony and presentation. **The Applicant or their representative will then speak and provide a detailed presentation of the proposed scope of work.**

Applicants must be prepared to demonstrate compliance with **The Design Guidelines** through submission of manufacturer's material and color samples and any sketches, renderings, plans, historical background information streetscape photos, and project photographs that will assist the **HPC** in making a decision.

6. Attendance

It is highly recommended that the Applicant be present to address any questions. An Architect, Contractor or Attorney may accompany the Applicant. Attendance by the Architect or qualified Contractor is always encouraged. Presentations may be made by the Architect, Contractor, Attorney, or other Owner-appointed representative in the event the Owner is unable to attend. Written authorization must be presented giving the appointed representative the ability to make decisions on behalf of the owner. However, for clearly documented minor applications, attendance is not required.

7. Approvals and Denials

Approvals: A majority vote from the **HPC** is needed for the issuance of a Certificate of Appropriateness. A detailed resolution confirming approval will be sent to the applicant following memorialization of the approval. All applications requiring a Construction Permit from the **Construction Code Enforcement Office** must include the Certificate of Appropriateness issued by the HPC.

In summary, a Certificate of Appropriateness must be obtained from the HPC prior to the procurement of a Construction Permit and/or commencement of **any "work"** whether it requires a construction permit or not. Included in the term **"work"** is all painting, signage, repair, restoration, alteration, addition, or new construction where siding, windows, doors, trim, decorative ornament, porches, balconies, railings, shutters, awnings, fences, exterior lighting, or roofs, or any change to any other exterior elements impacted by a proposed change or improvement.

Denial: The denial of an application for a Certificate of Appropriateness will be deemed to preclude the applicant from undertaking the activity requested.

Any decision by the HPC to deny a Certificate of Appropriateness or a demolition permit may be appealed to the **Zoning Board of Adjustment** within 20 days of the denial.

8. Emergency Repairs

As per section 910 of the Land Development Ordinance Performance and Review of Repairs. When an historic landscape requires immediate emergency repair to preserve the continued habitability of the landmark and/or the health and safety of its occupants or others, such repairs may be performed in accordance with Township Codes, without the necessity of first obtaining the Historic Preservation Commission's review.

Under such circumstances, the repairs performed shall be only such as are necessary to protect the health and safety of the occupants of the historic landmark or others and/or to maintain the habitability of the structure. A request for the Historic Preservation Commission's review shall be made as soon as possible and no further work shall be performed upon the structure until an appropriate request for approval is made and obtained in accordance with the procedures set forth in this chapter. All work done under this section shall conform to the criteria set forth in Subsection 508(Design Guidelines/Visual Compatibility factors) and the procedures for review of applications as adopted by the Historic Preservation Commission