

All applications submitted to the Historic Preservation Commission (HPC) will be reviewed and processed within 5 -10 business days. Submitting a complete application using this checklist will facilitate a timely review. Additional information may be required by the HPC or its Application Review Team while an Application is in review.

This Checklist will assist in preparing a Certificate of Appropriateness Application for review by describing generally what is needed. Well researched and prepared, and detailed applications with sufficient photos and written details will enhance the review process and make the process faster. Failure of the Applicant to provide required information will delay the review process until necessary information is provided.

PRIOR TO SUBMITTING AN APPLICATION

With all Applications, owners, architects, and other design and construction professionals should research availability of historic photos, Sanborn Maps, and other visual and written references which specifically contribute to determining a structure's original design and details pertaining to the Applicant's property. Restoration of original materials and ornamentation is most desirable and is highly encouraged. Applicants should familiarize themselves with applicable sections of the *Ocean Grove Historic District Architectural Design Guidelines for Residential, and Commercial Structures*, as well as the Township of Neptune Land Development Ordinance. Both documents can be found online at www.neptunetownship.org using the drop-down menu: Departments > Historic Preservation Commission.

ITEMS TO BE SUBMITTED WITH ALL APPLICATIONS:

- PROJECT NARRATIVE.** Written description outlining the project. Describe the purpose of the C of A request and include specific information regarding the proposed location, alteration, materials, colors, and any constraints or other relevant details related to the project.
- COLOR PHOTOGRAPHS.** Color photographs of the front of the structure (and sides and rear, if applicable), and current conditions of all areas which would be affected by the project.
- COLOR SAMPLES.** Provide paint and materials colors. If proposed paint color(s) are on the pre-approved paint charts located in the HPC office, the Applicant will only need to submit the names and paint codes to be used.
- MATERIAL LIST.** The Applicant must list all materials to be used. If the HPC is not familiar with the proposed materials, samples must be submitted.
- CATALOG CUTS/SPECIFICATIONS.** When catalog cuts or design specifications are not available, the Applicant can submit detailed drawings.

ADDITIONAL ITEMS TO BE SUBMITTED (IF APPLICABLE):

- ZONING APPROVAL.** If your project requires zoning approval, you must submit a copy of the approval and two (2) sets of plans stamped "approved" by the Zoning Department. **If an application requires zoning approval, it will not be accepted until this has been obtained.**
- SURVEY/SITE PLAN.** If your project includes any site work, demolition, addition, or new construction, a survey/site plan is required.
- ELEVATION DRAWINGS, ARCHITECTURAL OR CONSTRUCTION PLANS.** Illustrations of the façade and orientation of the front, rear, and sides of all existing and proposed structures.

IMPORTANT INFORMATION:

- All exterior work performed on or around any existing or proposed single family, townhouse, multifamily dwelling, religious or recreational structure within the Ocean Grove Historic District is subject to and must comply with the standards and intent of the *Ocean Grove Historic District Architectural Design Guidelines for Residential Structures*. In addition, all exterior work performed on or around any existing or proposed commercial structure is subject to and must comply with the standards and intent of the *Ocean Grove Historic District Commercial Building Façade Architectural Design Guidelines*.
- Application must be completed in its entirety. Applications submitted with missing information will not be accepted.
- If your project requires demolition of 15% or more of the exterior structure, you must check the appropriate box, and submit an Application for Demolition prior to submission of your Application for Certificate of Appropriateness. The partial or full demolition of existing structures in Ocean Grove is contrary to the mission of the Historic Preservation Commission and any demolition must meet rigorous criteria during the review process. Requests for demolition will be heard on a case by case basis and merits of each request will be considered. Refer to Section 907 of the Neptune Township Ordinance and its amendments.
- Describe in **detail** the work you are proposing to perform on the subject property. Your description must correlate with the plans provided.
- Both the Applicant and Owner must sign the application.
- **Faxed and electronically mailed applications will not be accepted.**
- All drawings must be at a scale of not less than one-fourth inch equals one foot ($1/4 = 1'$), showing the proposed improvements in the plan and changes to all affected elevations; drawings shall be prepared by either a licensed architect or by the property owner, be accompanied by an affidavit of ownership and shall contain the name of the person who prepared the plan and the date of preparation, as required by the laws of the State of New Jersey. The plans must be stamped "Approved" by the Zoning Department.
- If your project cannot be administratively approved and you must attend a hearing, you will be required to supply the HPC office with additional copies of your plans.
- **Contact Information:**
Office Location: Neptune Township Municipal Complex, 25 Neptune Boulevard, Neptune, NJ 07753
Contact Person: Alison Walby, Special Projects Coordinator
Phone Number: (732) 988-5200 ext. 236
Fax Number: (732) 988-6433
Office Hours: Monday – Friday, 8:00 am – 4:00 pm

Application #: **HPC** _____

Application Date: _____

Historic Preservation Commission Certificate of Appropriateness Application

- | | | |
|---|--|---|
| <input type="checkbox"/> AC UNIT | <input type="checkbox"/> GATE | <input type="checkbox"/> RAILINGS |
| <input type="checkbox"/> ADDITION | <input type="checkbox"/> GENERATOR | <input type="checkbox"/> RETAINING WALL |
| <input type="checkbox"/> ARBOR | <input type="checkbox"/> GUTTERS & LEADERS | <input type="checkbox"/> ROOF |
| <input type="checkbox"/> AWNING | <input type="checkbox"/> HOT TUB | <input type="checkbox"/> SATELLITE DISH |
| <input type="checkbox"/> BALCONY | <input type="checkbox"/> LATTICE | <input type="checkbox"/> SHED |
| <input type="checkbox"/> CHIMNEY | <input type="checkbox"/> LIGHT FIXTURE | <input type="checkbox"/> SHUTTERS |
| <input type="checkbox"/> COLUMNS | <input type="checkbox"/> NEW CONSTRUCTION | <input type="checkbox"/> SIDING |
| <input type="checkbox"/> DECK | <input type="checkbox"/> ORNAMENTATION | <input type="checkbox"/> SIGN |
| <input type="checkbox"/> DOOR REPLACEMENT | <input type="checkbox"/> OUTDOOR SHOWER | <input type="checkbox"/> SKYLIGHT |
| <input type="checkbox"/> DRIVEWAY | <input type="checkbox"/> PAINT | <input type="checkbox"/> SOLAR |
| <input type="checkbox"/> EXTERIOR ALTERATIONS | <input type="checkbox"/> PATIO | <input type="checkbox"/> STAIRS |
| <input type="checkbox"/> FENCE | <input type="checkbox"/> PIERS | <input type="checkbox"/> VENT |
| <input type="checkbox"/> FLAGS / BANNERS | <input type="checkbox"/> PORCH | <input type="checkbox"/> WALKWAY |
| <input type="checkbox"/> FOUNDATION | <input type="checkbox"/> PORCH FAN | <input type="checkbox"/> WINDOWS |
| <input type="checkbox"/> OTHER _____ | | |

Please complete this application in its entirety.

Before submission of an application, the applicant is encouraged to review the Ocean Grove Historic District Architectural Design Guidelines for Residential Structures or Commercial Buildings and read the entire attached Information Sheet. The Guidelines are available online at www.neptunetownship.org. Please type or print legibly with ink.

Incomplete applications will not be accepted.

REQUIRED INFORMATION: *With each application, you are required to submit color photos of the property*, and, depending on the scope of work proposed, architectural plans or sketches, material samples, color samples, catalog cuts, or any other useful references for review. Once your application is scheduled for a meeting, you may be required to submit additional information or copies of your application and other submitted documents.

PROPERTY IDENTIFICATION _____

ADDRESS: _____

BLOCK: _____ LOT: _____ QUALIFIER: _____

OWNER INFORMATION _____

NAME(S): _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

APPLICANT INFORMATION _____

Check if same as Owner

NAME(S): _____ COMPANY: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

APPLICANT CAPACITY – IF OTHER THAN OWNER (Check one):

Lessee Agent Architect Contractor Attorney Other: _____

PROPERTY INFORMATION

PROPERTY TYPE (Check one):

Single Family Multifamily: _____ Units Commercial Condo Mixed Use

ARCHITECTURAL PERIOD / YEAR BUILT: _____ ARCHITECTURAL STYLE: _____

Does your project include demolition of 15% or more of exterior of existing structure? YES NO

If YES: you must apply for a Demolition Permit prior to applying for a Certificate of Appropriateness.

Do you have Zoning Department approval for this project? YES NO N/A

ZONING PERMIT ID# (from Zoning Permit): _____ DATE APPROVED: _____

Please Note: If Zoning approval is required for the work described on your application, your application will remain incomplete until Zoning approval is received. **Incomplete applications will not be accepted.**

Describe all proposed work to be conducted on subject property below. Be sure to include all colors and materials to be used. Attach additional pages if necessary.

By signing this application, the Applicant and Owner agree to the following:

- Property site visits by Neptune Township Staff, HPC Members and HPC Professionals until the project has been deemed to be complete.
- The information herein is correct and complete to the best of your knowledge.
- The HPC or HPC Application Review Team may require additional information for your application to be considered complete.

By signing this application, the Owner authorizes the listed Applicant to appear as their representative at a public hearing before the Commission.

OWNER NAME – Please PRINT

APPLICANT NAME – Please PRINT

OWNER SIGNATURE

APPLICANT SIGNATURE

DATE

DATE