Neptune Township - NJ

Where Community, Business & Tourism Prosper

Office of the Historic Preservation Commission
25 Neptune Blvd
Neptune, NJ 07753
Rose Havey, Secretary
732.988.5200 ext. 278 ~ Fax 732.988.0062
Rhavey@Neptunetownship.org

Historic Preservation Commission

What to Expect and How to Prepare

Adapted from the HPC Guidelines

1. PREPARATION:

Be aware that some architectural modifications made to homes in Ocean Grove over the years have been illegally completed. 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 or 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. **Conceptual review workshops, available by appointment, with the HPC may be helpful in this effort.**

All exterior work performed on any existing or proposed structure in Ocean Grove requires HPC approval.

2. ZONING APPROVAL:

Zoning approval must be received before application will be placed on the Hearing Agenda

3. THE APPLICATION:

Applicants are to apply for **Certificate of Appropriateness and Zoning Application** at the Construction and Code Enforcement Offices of the Township of Neptune or on line at www.neptunetownship.org.

4. 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 scope of work includes any site work, demolition, addition or new construction... a site survey plan is required.**

5. TECHNICAL REVIEW:

The applicant must complete the application for Technical Review. Following the Technical Review the applicant will be provided with a public hearing date before the **HPC** at the Neptune Township Municipal Building. There is no fee required. **For complicated "work" a conceptual pre-application planning session with two or more members of the HPC, may be appropriate.**

6. THE HEARING:

Each **HPC** hearing will have multiple applicants presenting their proposed improvements. All applicants, their contractors and architects are encouraged to be familiar with **The Design Guidelines** prior to their appearance before the Commission. 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 are urged to be prepared to demonstrate compliance with **The Design Guidelines** through submission of manufacturer's material and color samples and any sketches, renderings, plans, streetscape photos and project photographs that will assist the Commission in making a decision. 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 shall be signed and sealed by an Architect.

7. 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. Absence may cause deferment. However, for clearly documented minor applications attendance is not required.

8. DETERMINING COMPLIANCE:

The Commission will review the application for compliance with:

a. The Design Guidelines.

b. Original Architectural Style: How well the proposed work conforms to the building's original architectural style and choice of appropriate colors, material and ornamentation.

c. Streetscape: The Commission will consider the effect of the proposed work on the historic preservation and enhancement of the Owner's property, adjoining properties, and the **Ocean Grove Historic District** as a whole.

d. Relocation of Structures: The Commission will also consider the mass, proportions, architectural style, rhythms, and relationship to the size and scale of the relocated building and the structure's new surroundings. Prior to relocation of the structure the HPC will make a field inspection of the proposed site to determine that the site and its surroundings are appropriate for that building.

e. New Construction: The Commission will also consider the mass, proportions, architectural style, rhythms and relationship to the size and scale of the proposed building and/or the structure's surroundings.

f. Combining Structures: The combination of two or more adjoining dwellings or other buildings for residential occupancy will be considered but are not preferred. The proposed improvements which combine adjacent structures will be considered if the applicant successfully demonstrates sensitivity to adjacent single-family structures and retains the integrity of each structure as visually independent of the other. Essentially, area of the joining of the structures should not be architecturally pronounced, nor become an imposing new element, nor visible to public view as an inappropriate new element.

g. **Demolition: The demolition of existing structures in Ocean Grove is contrary to the mission of the Historic Preservation Commission and any demolition must meet rigorous review criteria during the approval/denial process.** Requests for demolition will be heard on a case by case basis and merits of each request shall be considered. Refer to Section 907 of the Neptune Township Ordinance for Requirements for Demolition in the addendum section of the guidelines.

9. APPROVALS:

a. The Certificate of Appropriateness: Once the application is approved by the Commission and all required information and requirements are provided and completed the applicant will usually be provided with the certificate from the HPC with in 10 days of the meeting.

b. Deviation from the Approved Plan: Any deviation from the approved plan will render the Certificate of Appropriateness null and void. All changes must be approved by the Commission which may require a reapplication and attendance at an additional meeting. In order to assist in this "recertification" clearly documented changes may be administratively approved.

All projects must be in compliance with appropriate Planning, Zoning and Land Ordinance laws prior to review by the HPC. Get zoning approval first.

Proposed improvements must be in compliance with all aspects of the Neptune Township Land Development Ordinance and all Construction Codes as set forth by the State of New Jersey and enforced by the Neptune Township Construction Code Enforcement Department (Building Department) at the time completed construction documents are submitted for Construction Permit.