



City of Burlington NJ USA
Historic Preservation Commission

INFORMATION ABOUT CERTIFICATE OF APPROPRIATENESS APPLICATION

Your application for a Certificate of Appropriateness will be reviewed by the Burlington City Historic Preservation Commission. In order to properly review your application we will need sufficient information from you to do so.

How to Apply for Certificate of Appropriateness

Please complete the application. Also, please submit any plans required by the City Construction Official showing conformance with the code along with your application for a Certificate of Appropriateness.

A current facade photograph of your building is required with your application. The Commission also needs to receive photographs of the specific area the application will address. If you have historic photos they would be helpful. In addition, brochures and other printed material showing types of doors, windows and fencing are important in the evaluation process. These items are generally available from suppliers and manufacturers of these products. Samples of siding and roof material are also needed. Finally, color charts indicating proposed colors or color schemes are necessary. The Historic Preservation Commission may be able to assist you in the area of historical design and color planning.

Completed Applications and all related materials or proposals must be submitted to Historic Preservation Commission Secretary, Diane Burns at least two (2) weeks before the scheduled meetings. Application submissions which miss the deadline will be heard at the following monthly meeting.

Direct completed Applications and questions M-F 9am-5pm to:

Historic Preservation Commission Secretary Ms. Diane Burns

City Hall Municipal Offices
525 High Street
Burlington NJ 08016
TEL: 609-386-0200, ext. 112

Historic Preservation Commission Meeting

Applicants will be scheduled accordingly after the submission of the applications/proposals. You are normally required to attend the meeting to present your proposal except if your application is listed on the consent agenda. You may also send a representative such as a contractor or attorney with written authorization.

Technical Assistance Available

The City of Burlington Historic Preservation Commission may provide technical assistance to property owners in our Historic Districts regarding the exterior rehabilitation or restoration of their properties. Please call M-F 9am-5pm (609) 386-0200, Extension 112 and ask for Diane Burns to request and application for technical assistance.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

City of Burlington NJ USA

Historic Preservation Commission

Address of Property _____ Block _____ Lot(s) _____

Owner _____

Address of Owner _____

State _____ Zip Code _____

Phone No. () _____ Fax No. () _____

Applicant Name (*if other than owner*)

Address _____

State _____ Zip Code _____

Phone No. () _____ Fax No. () _____

Applicant's Verification

I hereby certify that the statements made by me in this Application and the information contained in this Application are true and complete.

Signature _____ Date _____

Owner's Authorization

(only if Owner is NOT the Applicant)

I hereby certify that I reside at (street) _____

in (city) _____ of (state) _____, and that I am /

We are the owner(s) of the property known as Block(s) _____, Lot(s) _____ on the tax map of

the City of Burlington NJ, which is the subject of this Application. The said Application is hereby

authorized by Me / Us.

Signature _____ Date _____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

City of Burlington NJ USA

Historic Preservation Commission

The following Checklist is for your use in thoroughly completing your Application for a Certificate of Appropriateness. Items marked with an asterisk (*) are **required** for all Applications. Other items are required if they are relevant to the Application.

	Property Owner Check Here	City Official Check Here
A* Completed copy of the Application Form	<input type="checkbox"/>	<input type="checkbox"/>
B* Photographs of building(s) taken of the street side(s); also photograph(s) of specific area(s) to be affected by the Application (minimum of three photographs)	<input type="checkbox"/>	<input type="checkbox"/>
C* Copy of Tax Map	<input type="checkbox"/>	<input type="checkbox"/>
D* Copy of property survey	<input type="checkbox"/>	<input type="checkbox"/>
E Sketch or drawing of proposed modifications	<input type="checkbox"/>	<input type="checkbox"/>
F Brochure(s) showing types of doors, windows, fencing, railing, light fixtures, etc.	<input type="checkbox"/>	<input type="checkbox"/>
G Samples of siding and/or roofing materials	<input type="checkbox"/>	<input type="checkbox"/>
H Color charts, chips or swatches	<input type="checkbox"/>	<input type="checkbox"/>
I Other material that helps explain your plans	<input type="checkbox"/>	<input type="checkbox"/>
J Specifications	<input type="checkbox"/>	<input type="checkbox"/>
K All signs require a scale drawing of sign in place	<input type="checkbox"/>	<input type="checkbox"/>

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FOR OFFICIAL USE ONLY

Application No. _____

Date Application Filed _____ Date Application Completed _____

Date of Hearing _____ Building Designation: Key
 Contributing
 Non-contributing

NOTES: _____

STATUS: Date Approved _____ Date Approved w/Conditions _____ Date Denied _____

City of Burlington NJ USA
Historic Preservation Commission
HISTORIC DISTRICT MAP

