CITY OF BURLINGTON

HISTORIC PRESERVATION COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

2015 Package
2015 HISTORIC PRESERVATION COMMISSION
SCHEDULE

February 4th meeting….deadline January 20th
March 4th meeting….deadline February 17th
April 1st meeting….deadline March 17th
May 6th meeting….deadline April 21st
June 3rd meeting….deadline May 19th
July 1st meeting….deadline June 16th
August 5th meeting….deadline July 21st
September 2nd meeting….deadline August 18th
October 7th meeting….deadline September 22nd
November 4th meeting….deadline October 20th
December 2nd meeting….deadline November 17th
January 6, 2016 meeting….deadline December 23, 2015
(reorganization/regular meeting)

The City of Burlington Historic Preservation Commission generally meets on the first Wednesday of each month at 7pm in the City Hall Council Chambers, 525 High Street, Burlington, N.J. 08016.

Please note technical assistance may be available to applicants with approval from the Chairperson. Please contact Commission Secretary Cindy Crivaro at ccrivaro@burlingtonnj.us or 609-386-0200, Ext. 101, for information on how to obtain such assistance from the Commission Consultant.

Complete applications are to be submitted to the Attention of Commission Secretary, Cindy Crivaro at City Hall, 525 High Street, Burlington, N.J. 08016 no later than the deadline date for the next scheduled meeting.
Dear Property Owner:

Thank you for picking up this application for a Certificate of Appropriateness from the City of Burlington Historic Preservation Commission (HPC). The HPC looks forward to reviewing your application and working with you to resolve any issues that may arise during your project. Please note that City Historic District Ordinance 207-22 provides guidance and procedure for both Applicants and Commissioners on how to review applications for Certificates of Appropriateness. The intended purpose of the Historic District Regulations are listed in Section 207-23.

Please complete the enclosed application (note checklist requirements) and submit any plans required by the City Construction Official showing conformance with the Code along with your application for a Certificate of Appropriateness.

The City of Burlington Historic Preservation Commission has established a procedure for purpose of assisting property owners in our Historic Districts regarding the restoration of their properties. Technical Assistance may be available through the Commission’s Consultant with approval from the Chairperson. To request assistance, please contact Commission Secretary Cindy Crivaro at ccrivaro@burlingtonnj.us or 609-386-0200 x 101.

Your application and all related materials must be submitted to Mrs. Crivaro by the appropriate deadline date. If it is received by the deadline for the next monthly meeting, your application will be heard at that meeting if it is deemed complete.

You are required to attend the meeting to present your proposal. You may send a representative such as a contractor or attorney with written authorization.

In the event of a denial by the City of Burlington Historic Preservation Commission of any application brought by a property owner, the property owner shall have the right to appeal the Historic Preservation Commission’s recommendation or final action of the Construction Official to the City of Burlington Land Use Board. The Land Use Board shall have the jurisdiction to hear all appeals from the determinations of the Construction Official and/or the Historic Preservation Commission. Appeals to the City of Burlington Land Use Board shall be according to N.J. Statutes.

Very truly yours,

Chancellor VanSeiver, Chairperson
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission

Property Address: ___________________________  Block(s) _____  Lot(s) _____

Property Owner:

Name: ___________________________
Address: ___________________________
Phone Number: _______________________
E-mail Address: _______________________

Applicant (if other than owner):

Name: ___________________________
Address: ___________________________
Phone Number: _______________________
E-mail Address: _______________________

Applicant’s Verification

I, _____________________, hereby certify that the statements made by me in this application and the
information contained in this application are true.

_________________________________________  ______________________
Signature  Date

Owner’s Authorization
(only if the owner is not the applicant)

I, _____________________, hereby certify that I reside at ______________________ in the City of
____________________ in the State of ________________________, and that I/We are the owner(s) of the property
known as Block(s) _____, Lot(s) _____ on the tax map of the City of Burlington, which is the subject of this application.
The said application is authorized by Me/Us.

_________________________________________  ______________________
Signature  Date
Property Address: ______________________________________ Block(s) _____ Lot(s) _____

Please check the proposed work items:

____ Awning(s) ____ Dormer(s) ____ Lighting ____ Siding
____ Chimney ____ Fencing ____ Painting ____ Sign(s)
____ Cornice/Trim ____ Foundation ____ Porch/Deck ____ Step(s)
____ Door(s) ____ Landscaping ____ Roof ____ Window(s)
____ Other(specify) __________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

The purpose of the application is to provide sufficient detailed information for City Staff and Commissioners to understand and review the work you intend to undertake. Please attach, at minimum, a thorough verbal description, photographs of existing conditions, sketches of proposed modifications and product samples or explanatory material. A complete explanation of the proposed work and photographs are necessary for an application to be considered complete and processed for review by the Commission.

If an application is deemed technically incomplete by the Commission Secretary, the application will be returned to the applicant within ten (10) days of receipt. Review will be delayed until the applicant furnishes additional information.

DESCRIPTION OF WORK TO BE COMPLETED (please type or print clearly):

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
The following check list is for your use in completing your application for a Certificate of Appropriateness. Those marked with an asterisk (*) are required for all applications. Other items are required if they are relevant to the application.

<table>
<thead>
<tr>
<th></th>
<th>Property Owner Check Here</th>
<th>City Official Check Here</th>
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<tbody>
<tr>
<td>A.*</td>
<td>Completed copy of the application form.</td>
<td></td>
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<tr>
<td>B.*</td>
<td>Photographs of street scape showing subject property and adjacent building(s) taken from the street side(s); also photograph(s) of specific area(s) to be affected by the proposed work.</td>
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<tr>
<td>C.*</td>
<td>Sketch of proposed modification showing modifications in relation to the face of the building.</td>
<td></td>
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<tr>
<td>D.*</td>
<td>Brochure(s) showing proposed door(s), window(s), fencing, light fixtures, etc.</td>
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<tr>
<td>E.</td>
<td>Samples of proposed siding and/or roofing materials.</td>
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<td>F.</td>
<td>Color charts.</td>
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<tr>
<td>G.</td>
<td>Other material that helps explain your plans.</td>
<td></td>
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<tr>
<td>H.</td>
<td>Specifications for proposed improvements.</td>
<td></td>
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<tr>
<td>I.</td>
<td>All signs require a scale drawing of sign in place showing sizes and typefaces along with any graphics.</td>
<td></td>
</tr>
<tr>
<td>J.</td>
<td>Copy of the survey for the subject property.</td>
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** If your project requires plans to be submitted as part of the HPC review, please submit 10 copies. **

The City of Burlington Historic Preservation Commission has established procedures for the purpose of assisting property owners in the Historic District regarding the restoration of their properties. For additional information or instructions on how to obtain technical assistance from the Commission Consultant, please contact the Commission Secretary, Cindy Crivaro at ecrivaro@burlingtonnj.us or 609-386-0200 x101.

FOR OFFICIAL USE ONLY

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<tbody>
<tr>
<td>File I.D.</td>
<td>Date of Hearing:</td>
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<tr>
<td>Date Application Filed:</td>
<td>Date Application Completed:</td>
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</tbody>
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Building Designation:   
\[\begin{array}{c|c|c}
\text{Key} & \text{Status} & \text{Date Approved} \\
\hline
\_ & \_ & \_ \\
\_ & \_ & \_ \\
\_ & \_ & \_ \\
\end{array}\]

NOTES: __________________________