

CITY OF BURLINGTON

**HISTORIC
PRESERVATION
COMMISSION**

APPLICATION FOR CERTIFICATE
OF APPROPRIATENESS

2016 Package

2016 HISTORIC PRESERVATION COMMISSION **SCHEDULE**

February 3rd meeting....deadline January 19th
March 2nd meeting....deadline February 16th
April 6th meeting....deadline March 22nd
May 4th meeting....deadline April 19th
June 1st meeting....deadline May 17th
July 6th meeting....deadline June 21st
August 3rd meeting....deadline July 19th
September 7th meeting....deadline August 23rd
October 5th meeting....deadline September 20th
November 2nd meeting....deadline October 18th
December 7th meeting....deadline November 22nd
January 4, 2017 meeting....deadline December 20, 2016
(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 VanSciver, 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 taxmap 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) _____

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.

	Property Owner Check Here	City Official Check Here
A.* Completed copy of the application form.	_____	_____
B.* 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.	_____	_____
C.* Sketch of proposed modification showing modifications in relation to the face of the building.	_____	_____
D.* Brochure(s) showing proposed door(s), window(s), fencing, light fixtures, etc.	_____	_____
E. Samples of proposed siding and/or roofing materials.	_____	_____
F. Color charts.	_____	_____
G. Other material that helps explain your plans.	_____	_____
H. Specifications for proposed improvements.	_____	_____
I. <u>All</u> signs require a scale drawing of sign in place showing sizes and typefaces along with any graphics.	_____	_____
J. Copy of the survey for the subject property.	_____	_____

**** 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 ccrivaro@burlingtonnj.us or 609-386-0200 x101.

FOR OFFICIAL USE ONLY

File I.D. _____

Date of Hearing: _____

Date Application Filed: _____

Date Application Completed: _____

Building Designation: ___ Key
 ___ Contributing
 ___ Non-Contributing

Status: ___ Date Approved
 ___ Date Approved w/conditions
 ___ Date Denied

NOTES: _____