

CITY OF BURLINGTON

**HISTORIC
PRESERVATION
COMMISSION**

APPLICATION FOR CERTIFICATE
OF APPROPRIATENESS

2019 Package

2019 HISTORIC PRESERVATION COMMISSION **SCHEDULE**

February 6th meeting....deadline January 22nd
March 6th meeting....deadline February 19th
April 3rd meeting....deadline March 19th
May 1st meeting....deadline April 16th
June 5th meeting....deadline May 21st
July 10th meeting....deadline June 25th
August 7th meeting....deadline July 23rd
September 4th meeting....deadline August 20th
October 2nd meeting....deadline September 17th
November 6th meeting....deadline October 22nd
December 4th meeting....deadline November 19th
January 8, 2020 meeting....deadline December 24th
(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.

Renovation Scope items that require building permit drawings such as for reconstruction, alterations and new construction, the applicant should provide measured drawings to the Commission.

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.

Please note the City has three historic districts. A map is available for your to determine which district your property lies within. The level of review by the Commission is highest for contributing properties within the State and National Historic District and we urge property owners to do their research before submitting their applications.

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

