

CITY OF BURLINGTON

**HISTORIC
PRESERVATION
COMMISSION**

2025 APPLICATION FOR CERTIFICATE
OF APPROPRIATENESS

2025 HISTORIC PRESERVATION COMMISSION **SCHEDULE**

February 5, 2025 meeting ... deadline January 21st
March 12, 2025 meeting ... deadline February 18th
April 2, 2025 meeting... deadline March 18th
May 7, 2025 meeting... deadline April 22nd
June 4, 2025 meeting... deadline May 20th
July 2, 2025 meeting... deadline June 17th
August 6, 2025 meeting... deadline July 22nd
September 3, 2025 meeting... deadline August 19th
October 1, 2025 meeting... deadline September 16th
November 5, 2025 meeting... deadline October 21st
December 3, 2025 meeting ... deadline November 18th
January 7, 2026 (Reorganization/Regular Meeting) ... deadline December 23rd

The City of Burlington Historic Preservation Commission generally meets on the first Wednesday of each month at 7pm in the City Hall Council Chambers.

Please note technical assistance may be available to applicants with approval from the Chairperson. Please contact Commission Secretary Lisa Schiller at lschiller@burlingtonnj.us or at Public Works at 609-386-0754 option 1, for information on how to obtain such assistance from the Commission Consultant.

Complete applications are to be submitted to the Attention of Commission Secretary, Lisa Schiller 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 is 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 applicant should provide measured drawings to the Commission as part of the application for any renovation scope items that require building permit drawings such as for reconstruction, alterations and new construction.

The City of Burlington Historic Preservation Commission has established a procedure for assisting property owners in our Historic Districts regarding the preservation and 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 Lisa Schiller at lschiller@burlingtonnj.us or 609-386-0754 (at Public Works).

Your application and all related materials must be submitted to Lisa Schiller by the appropriate deadline date. If it is received by the deadline and deemed complete, it will be heard at the next monthly meeting.

Please note that the City has three historic districts (the High Street Historic District, the Burlington City Historic District and the Burlington City Municipal Historic District). A map is available for you to determine which district your property lies within. The level of review by the Commission is highest for contributing properties within the two State and National Historic Districts (the High Street Historic District and the Burlington City Historic District) and we urge property owners to be aware of the requirements 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,

Frank F. Caruso, 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:

- | | | | |
|---|--|--|------------------------------------|
| <input type="checkbox"/> Awning(s) | <input type="checkbox"/> Dormer(s) | <input type="checkbox"/> Lighting | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Chimney | <input type="checkbox"/> Fencing** | <input type="checkbox"/> Painting | <input type="checkbox"/> Sign(s) |
| <input type="checkbox"/> Cornice/Trim | <input type="checkbox"/> Foundation | <input type="checkbox"/> Porch/Deck**+ | <input type="checkbox"/> Step(s) |
| <input type="checkbox"/> Door(s) | <input type="checkbox"/> Landscaping** | <input type="checkbox"/> Roof | <input type="checkbox"/> Window(s) |
| <input type="checkbox"/> Reconstruction/Additions **+ | | | |
| <input type="checkbox"/> Other (specify) _____ | | | |

** A site survey, plan or sketch should be submitted when any work is outside the principal structures, such as fences, or additions to existing structures.

**+ Detailed drawings should be submitted for all new construction.

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):

Property Address: _____

Block(s) _____ Lot(s) _____

