

CITY OF BURLINGTON

**HISTORIC  
PRESERVATION  
COMMISSION**

2026 APPLICATION FOR CERTIFICATE  
OF APPROPRIATENESS

## **2026 HISTORIC PRESERVATION COMMISSION** **SCHEDULE**

February 4, 2026 meeting ... deadline January 20th  
March 11, 2026 meeting ... deadline February 17th  
April 1, 2026 meeting... deadline March 17th  
May 6, 2026 meeting... deadline April 21st  
June 3, 2026 meeting... deadline May 19th  
July 1, 2026 meeting... deadline June 16th  
August 5, 2026 meeting... deadline July 21st  
September 2, 2026 meeting... deadline August 18th  
October 7, 2026 meeting... deadline September 22nd  
November 4, 2026 meeting... deadline October 20th  
December 2, 2026 meeting... deadline November 17th  
January 6, 2027 (Reorganization/Regular Meeting) ... deadline December 22nd

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](mailto: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](mailto: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):

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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 scope of work described in the application.

	Property City Owner Check Here	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 any graphics.	_____	_____
J. Copy of the survey or a site sketch for the subject property.	_____	_____

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, Lisa Schiller at [lschiller@burlingtonnj.us](mailto:lschiller@burlingtonnj.us) or 609-386-0754 (at Public Works).

#### FOR OFFICIAL USE ONLY

File I.D. _____	Date of Hearing: _____
Date Application Filed: _____	Date Application Completed: _____
Building Designation: _____ Key	Status: _____ Date Approved
_____ Contributing	_____ Date Approved w/conditions
_____ Non-Contributing	_____ Date Denied

NOTES: \_\_\_\_\_