

Please send 9 copies of the completed applications to:

Tewksbury Township
169 Old Turnpike Road
Califon, NJ 07830

Attn: Shana L. Goodchild, Land Use Administrator 908-439-0022, ext. 731

Applications must be received 10 days prior to the meeting date. The Commission meets the fourth Monday of the month.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

TOWNSHIP OF TEWKSBURY HISTORIC PRESERVATION COMMISSION

169 Old Turnpike Road, Califon, NJ 07830

Telephone: 908-439-0022

Administration Fax: 908-439-0022

Block _____ Lot(s) _____ HPC Application # _____

Address of Property to be worked on _____

Name of Owner _____

Address of Owner _____

City _____ State _____ Zip Code _____

Phone No.(____) _____ Fax No.(____) _____

Applicant Name (if other than owner) _____

Address _____

City _____ State _____ Zip Code _____

Phone No.(____) _____ Fax No.(____) _____

Name of Architect _____

Address _____

City _____ State _____ Zip Code _____

Phone No.(____) _____ Fax No.(____) _____

Name of Contractor _____

Address _____

City _____ State _____ Zip Code _____

Phone No.(____) _____ Fax No.(____) _____

Name of Attorney (if applicable) _____

Address _____

City _____ State _____ Zip Code _____

Phone No.(____) _____ Fax No.(____) _____

Applicants Verification

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

_____ Date

_____ Signature

Owner's Authorization

(only if owner is not applicant)

I hereby certify that I reside at _____ in (township) of _____ in the state of _____, and that I/We Are the owners(s) of the property known as Block(s) _____, Lots(s) _____ on the tax map Of the Township of Tewksbury, which is the subject of this application. The said application is authorized by Me/Us.

_____ Date

_____ Signature

The purpose of the application is to provide sufficient detailed information for the Township staff and members of the Historic Preservation Commissioners to understand and review the work you intend to undertake. Please attach, at a minimum, a thorough description, photographs of existing conditions, scaled drawings of proposed modifications and product samples or explanatory material. A complete explanation if the proposed work and photographs are necessary for an application to considered complete and processed for review by the Commission. **IF AN APPLICATION IS DEEMED INCOMPLETE BY THE COMMISSION, REVIEW MUST BE DELAYED TO THE NEXT MEETING AFTER COMPLETE INFORMATION IS FURNISHED BY THE APPLICANT.**

Any application for new construction that would increase the building height or increase the footprint of the building by 50% or more, must be presented to the Commission with conceptual plans first before a formal application can be submitted.

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

The following checklist 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	Township Official Check Here
A.* Nine copies of the completed application form.	_____	_____
B* Photographs of building(s) taken of the street side(s); also photograph(s) of specific area(s) to be affected by the application.	_____	_____
C.* Copy of boundary survey.	_____	_____
D. Scaled drawings of proposed modification.	_____	_____
E. Brochure(s) showing types of doors, windows, fencing, light fixtures, etc.	_____	_____
F. Samples of siding and/or roofing materials	_____	_____
G. Color charts.	_____	_____
H.* Other material that helps explain your plan.	_____	_____
I. Specifications.	_____	_____
J. All <u>signs</u> require a scale drawing of sign in place.	_____	_____

At the completion of any project approved by the Historic Preservation Commission, photographs of the completed work must be provided to the Historic Preservation Commission Secretary to be reviewed by the Commission.

The Township of Tewksbury Historic Preservation Commission may provide technical assistance to property owners in the different historic districts or individually designated historic sites regarding the exterior rehabilitation or renovation of their properties. Please call (908) 439-0022 Extension 731, to request technical assistance or if you have any questions regarding the application. All applications must be submitted to the office of the Secretary of the Historic Preservation Commission at least ten (10) calendar days prior to the regularly scheduled meeting of the Commission.