

**BOROUGH OF COLLINGSWOOD  
HISTORIC PRESERVATION COMMISSION  
CERTIFICATE OF APPROPRIATENESS APPLICATION**

*Please print or type all information. Incomplete applications (ones that do not satisfy all requirements as identified below, including but not limited to, submitting the appropriate number of copies of plans or other documentation to be considered by the Historic Preservation Commission) will not be considered for review. The Historic Preservation Commission (HPC) reserves the right to request additional information reasonably necessary to make a decision.*

**GENERAL INFORMATION**

**Property Address:** \_\_\_\_\_

**Tax Block No.:** \_\_\_\_\_ **Lot No.:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Day:** \_\_\_\_\_ **Telephone Evening:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Applicant Name (If other than owner) :** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Day:** \_\_\_\_\_ **Telephone Evening:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**PROPOSED WORK**

Please check the proposed work items:

- |   |                                   |                                       |                                   |
|---|-----------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Foundation   | <input type="checkbox"/> Steps    | <input type="checkbox"/> Porch/Deck   | <input type="checkbox"/> Door(s)  |
| <input type="checkbox"/> Window(s)  | <input type="checkbox"/> Siding   | <input type="checkbox"/> Cornice/Trim | <input type="checkbox"/> Roof     |
| <input type="checkbox"/> Dormer(s)  | <input type="checkbox"/> Chimney  | <input type="checkbox"/> Fencing      | <input type="checkbox"/> Sign(s)  |
| <input type="checkbox"/> Awning(s)  | <input type="checkbox"/> Lighting | <input type="checkbox"/> Landscaping  | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Exterior Architectural Features & Hardware (specify) _____ |                                   |                                       |                                   |
| <input type="checkbox"/> Other (specify) _____                                      |                                   |                                       |                                   |

**A. REPAIR OR ALTERATIONS TO EXISTING BUILDINGS\***

Please provide and attach the following required materials for each above item:

- Written explanation of existing conditions and reason for work;
- Full description of proposed work, including size and scale;
- List of materials and products to be used and their dimensions, composition, design, texture, color, and other visual qualities;
- Color photographs (print and electronic versions) showing current building feature(s) and adjacent/neighborhood buildings;
- Copy of product literature, specifications or description of the new replacement feature. (Samples of actual materials shall be presented at HPC meeting.)

## **B. NEW CONSTRUCTION and ADDITIONS\***

Please provide and attach the following required materials for each above item:

- \_\_\_ Scaled drawings (9 sets) of building showing:
- \_\_\_ Elevation in context with height, shape, and streetscape drawn to scale, which shows the new structure in the context of neighboring buildings;
- \_\_\_ Materials or products to be used, with their size, dimensions, composition, design, texture, colors and other visual qualities (Samples of actual materials shall be presented at HPC meeting.);
- \_\_\_ Site Plan layout;
- \_\_\_ Color photographs (print and electronic versions) showing existing lot and adjacent buildings;
- \_\_\_ Copy of product literature or description of siding, roofing, windows, etc. (Samples of actual materials shall be presented at HPC meeting.)

If new building's massing is greater than its immediate vicinity, a complete application must include working drawings.

## **C. SIGNS AND AWNINGS**

Please provide and attach the following required materials for each above item:

- \_\_\_ Scaled drawings (9 sets) of building showing:
- \_\_\_ Front façade elevation, sign(s)/awning (s) in context with height, shape, and scale of neighboring buildings
- \_\_\_ Method of attachment, lighting, materials or products
- \_\_\_ Projection of sign(s)/awning(s)
- \_\_\_ Scaled drawing (9 sets) for each sign/awning indicating color, size, texture, design, material and lettering type
- \_\_\_ Color photograph (print and electronic versions) showing existing lot and adjacent buildings and their signs/awnings
- \_\_\_ Copy of product literature, specifications or description of special materials

## **D. DEMOLITION OR MOVING**

Please provide and attach the following required materials for each above item:

- \_\_\_ Color photographs (print and electronic) showing existing lot and adjacent buildings
- \_\_\_ Statement from the Collingswood Construction Code Officer that the building is an eminent and unconditional threat to the public health, safety and welfare
- \_\_\_ Documentation that stabilization of the building at the existing location in an economic hardship to the owner
- \_\_\_ Documentation that the owner has publicly offered to sell the building to another owner or the Borough
- \_\_\_ For demolition, a statement that the owner will salvage or allow to be salvaged the Building's interior or exterior architectural features.

## OWNER CERTIFICATION

I hereby certify that I am the owner of the above property and that I give my consent for the application. I certify that the above information and attachments submitted are true. I understand that the provision of false or intentionally misleading information in a violation of law.

\_\_\_\_\_ Owner's Signature \_\_\_\_\_ Date

\_\_\_\_\_ Owner's Name (Please print)

## APPLICANT CERTIFICATION (If different that the owner)

\_\_\_\_\_ Applicant's Signature \_\_\_\_\_ Date

\_\_\_\_\_ Applicant's Name (Please print)

## PROCEDURE

Completed applications must be received and signed by the Construction Code Office at **least 20 days before** the date of the next HPC hearing. Prior to the initial hearing, members of the HPC's Field Committee will appear at the property to review your application and plan. You will be given at least two days notice of the Field Committee Inspection and are encouraged to attend to informally discuss your project with the Field Committee (Neither the applicant nor the Commission shall be bound by any informal review).

**HPC hearings are held on the second Thursday of the month at 7:30 P.M.** on the third floor of the Borough Hall. Attendance at the hearing is not mandatory, but is recommended. The HPC's decision at the hearing to approve, to approve with conditions, or to deny the application will be forwarded to the Construction Code Office within 10 days of its decision.

The HPC will use the criteria in Borough Code (**ARTICLE X: Historic Preservation Commission, Historic District and Review Process**) Section 141-102 through 141-111, et., seq. to review the applications. The Sign Commission will review signs and awnings according to the Borough Code in Section § 141-101, et., seq.

- The HPC decisions are governed by the Borough of Collingswood Ordinances and the Secretary of the Interior's Standards for Rehabilitation.

Borough of Collingswood:

<http://www.collingswood.com/government/historic-board>

[http://www.e-codes.generalcode.com/codebook\\_frameset.asp?ep=fs&t=ws&cb=0317\\_A](http://www.e-codes.generalcode.com/codebook_frameset.asp?ep=fs&t=ws&cb=0317_A)

<http://www.collingswood.com/search/node/ordinance>

The Secretary of the Interior's Standards for Rehabilitation:

<http://www.nps.gov/history/hps/tps/tax/rhb/>

The Secretary of the Interior's Standards for the Treatment of Historic Properties:

<http://www.nps.gov/history/hps/tps/standguide/>

New Jersey Subcode

<http://www.nj.gov/dca/codes/rehab/index.shtml>

New Jersey Historic Preservation Office:

<http://www.state.nj.us/dep/hpo/3preserve/preserve.htm>

*\*The HPC guidelines state in part that “deteriorated architectural features shall be repaired rather than replaced, wherever possible...” and “removal or alteration of any historic material or distinctive architectural features should be avoided when possible...” as well as “distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed...”*

### Code Office Receipt

This application was received by me on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Construction Code Office (Signature)

\_\_\_\_\_  
Historic Preservation Commission (Signature)

**PLEASE NOTE THAT YOU SHOULD NOT BEGIN ANY ASPECT OF YOUR PROJECT UNTIL YOU HAVE WRITTEN CONFIRMATION FROM THE HISTORIC PRESERVATION COMMISSION ON YOUR APPLICATION.**

*The Borough of Collingswood is proudly distinguished by two Historic Districts, which are listed in the State and National Registers of Historic Places.*

*The Borough passed a Historic Preservation Ordinance in 1986 to safeguard Collingswood’s rich architectural heritage and history. This ordinance created the Historic Preservation Commission whose mission is to identify, preserve, and protect Collingswood’s historic resources, and to educate the public about those resources. The Historic Commission’s approval is required for all exterior alterations to buildings within the districts, including additions to building facades, replacement of windows, doors, roofs and fences, or any other alterations that are visible from the street or public right-of-way.*

*The preservation of Collingswood’s architectural history is further accomplished by regulating alterations that impact the appearance of properties within the Historic District through the Borough’s building permit process.*

*As the owner of a property within the Historic District it is legally incumbent upon you to check with Borough Hall before initiating any alterations or purchasing any materials that will be added to the exterior of your property and are therefore subject to the review of the Historic Preservation Commission. Failure to have building alterations reviewed and approved prior to the beginning of work can result in fines to the property owner.*