

Borough of Beach Haven
Historic Preservation Advisory Commission (HPAC)

Application for a Certificate of Appropriateness

Filing Date: _____ Meeting Date: _____

Resolution # _____ Application # _____

1) Property Information

Address: _____ Block: _____ Lot(s): _____

2) Owner Information:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ E-mail: _____

3) Applicant: (Builder/Architect/Lawyer/Professional if other than owner)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ E-mail: _____

4) Owner's Authorization:

As the owner of the property located at subject property, I authorize _____
_____ to represent me at the HPAC hearing for this
application.

Date

Signature of Owner

5) 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 of Owner

6) Application Stipulations:

1. A COA is required for new construction and repair or alteration of the exterior of existing structures in the Historic District. It is also required to install fences, air conditioning units, pools, arbors, or other “fixed” structures on a property. Many of these changes require a building permit which may not be issued without the COA. The COA is only required for changes visible from a public way.
2. A completed application must be submitted to the **Building Department Clerk** no later than the **15th of the month,** in order to be heard at the next scheduled meeting date. Meetings are held on the last Tuesday of each month, excluding December.
3. The purpose of the application is to provide sufficient information for the members of the HPAC to review the proposed work and consider its **impact on the historic and architectural character of the neighborhood and the structure.** If an application is deemed incomplete, the hearing may be delayed to the next meeting when complete information is furnished by the Applicant. The standards used to review the proposed work are found in the Design Guidelines of Beach Haven which are available at Borough Hall and the Borough’s website.

7) Description of Work to be Completed:

Please write or type clearly. If you need addition space, please attach a sheet of paper.

8) No COA is required for paint or to repair a deteriorated parts of the structure – if the same materials are used and there is no change in appearance.

9) Will a variance be required from Land Use? _____ If yes, for what?

10) List of Materials and Accessories

Please type or print clearly. If you need additional space, please attached a sheet of paper. Support literature is **REQUIRED** – submit brochures or printouts with pictures and descriptions of materials. Type and grade of materials matter, even with wood products.

- a) Siding _____
- b) Trim _____
- c) Roof _____
- d) Soffit _____
- e) Door _____
- f) Windows _____
- g) Shutters _____
- h) Porch/Deck Railings _____
 - Spindles _____
 - Balusters _____
 - Balustrades _____
 - Caps _____
 - Steps _____
 - Handrails _____
 - Risers _____
 - Posts _____
 - Columns _____
 - Decking _____
- i) Foundation Cover _____
- j) Fence _____
- k) Garage Doors _____
- l) Outside Showers _____
- m) Utility Box Placements _____
- n) HVAC Platform Placement & Enclosure _____
- o) Other _____

11) Elevations/Architectural Plans (see attachment A & B)

- Required for any additions or new constructions – refer to Chapter 41 of the Code of Beach Haven for Specifics
- Subsequent to issuance of a COA, failure to provide any plan changes to HPAC of approval and sign off will be automatic grounds for refusing the issuance of a **CERTIFICATE OF OCCUPANCY**. This would refer only to changes which affect the exterior of the structure which are visible from public walkways.

12) Copies to Submit

- 10 Hard Copies of Paper Application, including required documentation & support literature
- 2 Sets of Full-Sized Plans
- 10 Sets of 11x17 Sized Plans

*If your project involves new construction of additions, you may find it helpful to request a meeting with an **HPAC Technical Review Committee**, an informal session with 3 members of the Commission to discuss your plans before you invest in final architectural rendering.*

13) Timing and Procedure

- **HPAC Technical Review Committee-** if your project involves new construction or additions, you may find it helpful to request a meeting with this committee, before you invest in final architectural renderings.
- Application should be submitted to the Building Department Clerk at Borough Hall
- Application must in be by 4pm of the 15th of every month, excluding December
- Chairperson has the right to determine number of applications heard at every meeting. If a meeting has reached its capacity, your application will be heard at a future meeting date.
- An incomplete application will not be heard
- The HPAC Secretary will notify applicant of acceptance and of hearing date and time
- It is mandatory that either the applicant(s) or the authorized representative must attend the hearing, be sworn inn and be able to answer questions
- Need more information/details? Reach out to the Building Dept. and/or

14) Information Required for the Raising of a House or New Construction

- **Survey map MUST** be a part of the Application for Certificate of Appropriateness
 1. It should include:
 - i. Existing Grade Elevation _____
(this information may also be provided by an Elevation Certificate)
 - ii. Height of House from Crown of Road _____

Required Supporting Documentation

Instructions for use: locate the application type that applies, review the documents required for your type, and put check marks next to the documents that you are providing

Application Type	New construction: new house, garage, detached shed	Additions, structural changes: extensions, roofline changes, dormers, enclosing, enlarging, & extending	Major exterior renovations: rail system, steps, porches, decks, AC, doorways, new/replacement windows, etc., changing siding or roofing type, trim, shutters, awnings	Major exterior renovation: with footprint or floor area ratio changes	Restoration to earlier historical appearance	Check, if provided
Supporting Docs Required						
COA application	Y	Y	Y	Y	Y	
Property survey	Y	Y		Y	Y	
Site plan layout, show all contiguous properties	Y	Y		Y	Y	
Architectural elevations, with before & after for additions	Y	Y			Y	
Sketches, of layout & proposed change			Y	Y	Y	
Materials, support literature	Y	Y	Y	Y	Y	
Photographs, visible from all public ways within 200ft.: -of building/lot -of building affected areas -of neighboring buildings -of streetscape, all directions	Y Y Y Y	Y Y Y Y	Y Y Y	Y Y Y	Y Y Y Y	
Historical, pictures or comparisons to other similar structures					Y	
Statistics: before & after -floor area ratio -lot coverage -height -roof pitches	Y (after) Y(after) Y Y (after)	Y Y Y Y		Y Y	Y Y Y Y	
Any additional relevant information						

If all required documentation is not provided, your application may be deemed incomplete and the hearing denied or rescheduled pending a complete application.

Please email hpacsecretary@beachhaven-nj.gov, with any questions.