

FILING DATE:  
APPLICATION#

**BOROUGH OF BEACH HAVEN  
HISTORIC PRESERVATION ADVISORY COMMISSION (HPAC)  
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS (COA)**

**(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 Applicant _____

- (7)DESCRIPTION OF WORK TO BE COMPLETED**

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

**(9) WILL A VARIANCE BE REQUIRED FROM LAND USE? \_\_\_\_\_**  
**IF SO, FOR WHAT? \_\_\_\_\_**

**(10)LIST OF MATERIALS & ACCESSORIES**

Please type or print clearly. If you need additional space, please attach a sheet of paper.  
**Support Literature is required** - i.e. 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. Door \_\_\_\_\_

E. Windows \_\_\_\_\_

F. Shutters \_\_\_\_\_

G. Porch/Deck Railings \_\_\_\_\_

Spindles \_\_\_\_\_

Balusters \_\_\_\_\_

Balustrades \_\_\_\_\_

Caps \_\_\_\_\_

Steps \_\_\_\_\_

Handrails \_\_\_\_\_

Risers \_\_\_\_\_

Posts \_\_\_\_\_

Columns \_\_\_\_\_

Decking \_\_\_\_\_

H. Foundation Cover \_\_\_\_\_

I. Fence \_\_\_\_\_

J. Garage Doors \_\_\_\_\_

K. Outside Showers Stalls \_\_\_\_\_

L. Utility Box Placement \_\_\_\_\_

M. HVAC Platform Placement \_\_\_\_\_

N. Other \_\_\_\_\_



# (11) REQUIRED SUPPORTING DOCUMENTATION

<p><b>Locate</b> In Columns 1 - 6 application type which best applies to your project</p>									
<p><b>Review</b> the "Y" marks in the column for documents required for your application type.</p>									
<p><b>Check</b> column 7, next to the documents you are providing.</p>									
		1	2	3	4	5	6	7	8
	<p><b>APPLICATION TYPE</b> Select One Type ➤</p>	<p>New Construction</p>	<p>Additions, Structural Changes</p>	<p>Major Exterior Renovations <u>Cladding</u></p>	<p>Major Exterior Renovations <u>Other</u></p>	<p>Major Exterior Renovations <u>with Footprint or Floor Area Ratio Change</u></p>	<p>Restoration to an Earlier Historic Appearance</p>	<p><b>CHECK DOCUMENTS</b> ↓</p>	
	Example	Example	Example	Example	Example	Example			
	Examples ➤	New House, Garage, Detached Shed	Extensions, Roofline Changes, Dormers, Enclosing, Enlarging, Extending	Siding, Roofing (Change of Type), Trim, Shutters, Awnings, Replacement Windows,	Rail System, Steps, porches, decks, AC, Doorways, New Windows,	Steps, porches, porticos, decks, AC, Doorways	Use all examples	Applicant Please Check Provided Information ↓	Bldg Clerk Please Check Received Information ↓
A	Completed COA Application	Y	Y	Y	Y	Y	Y		
B	Copy of Property Survey	Y	Y			Y	Y		
C	Statistics								
	Before & After Floor Area Ratio	Y (after)	Y			Y	Y		
	Before & After Lot Coverage	Y After	Y			Y	Y		
	Height	Y	Y				Y		
	Roof Pitches Before & After	Y After	Y				Y		
D	Site Plan Layout 1"=20' showing all contiguous properties	Y	Y			Y	Y		
E	Architectural Elevations - with before and after depictions for additions	Y	Y				Y		
F	Sketches- of layout & proposed change				Y	Y	Y		
G	Materials (See #9) Support literature	Y	Y	Y	Y	Y	Y		
H	Photographs - visible from all public ways within 200'								
	Of Building/Lot sides visible from all public ways (rear if visible)	Y	Y	Y	Y	Y	Y		
	Of Building- affected areas		Y	Y	Y	Y	Y		
	Of all Neighboring buildings	Y	Y	Y	Y	Y	Y		
	Of Streetscapes to N,S,E,W	Y	Y				Y		
I	Historical pictures or descriptions or comparisons to other similar structures						Y		
J	WRITE IN ANY Additional Information which you feel is relevant and describe documentation								

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

If you have a question about your documentation, please call a member of HPAC for clarification.

**ATTACHMENT (4A)**

**INFORMATION REQUIRED FOR RAISING OF HOUSE  
or NEW CONSTRUCTION**

*Survey map Must Be Part of Application for a  
Certificate of Appropriateness*

*It should include*

1. EXISTING GRADE ELEVATION\* \_\_\_\_\_ \*
3. HEIGHT OF HOUSE FROM CROWN \_\_\_\_\_  
OF ROAD

**\*THIS INFORMATION MAY ALSO BE PROVIDED BY AN ELEVATION  
CERTIFICATE.**

