FILING DATE:	
APPLICATION#	

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

I)PROPERTY INFORMATION		
Address	Block	Lot(s)
(2)OWNER INFORMATION		
Name		
Address		
City	State	Zip Code
Phone	_ E-Mail	
(3)APPLICANT (Builder/Architec	t/Lawyer/Prof	essional 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 subj		authorize ng for this application.
Date	Signature of (	Owner
(5)APPLICANTS VERIFICATION		
I hereby certify that the statements made by contained in this application are true:	me in this app	lication and the information
Date	Signature of A	Applicant

#### (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. Changes to the interior of a house do not require a COA.
- 2. Submit a completed application, 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 typically held on the last Tuesday of each month.
- 3. The purpose of the application is to provide sufficient information for the members of HPAC to review the proposed work and consider its <u>impact on the historic and architectural character of the neighborhood and the structure.</u> 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.

(7)DESCRIPTION OF WORK TO BE COMPLETED	
Please type or print clearly. If you need additional space, please attach a sheet of pa	per.
NAI COA: ' 1() C maint() to wangin 1, ' , 1	C
B) No COA is required (a) for <b>paint</b> (b) or <b>to repair</b> deteriorated parts ructures — if the same materials are used and there is no change in appeara	
) 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/DeckRailings
Spindles
Balusters
Dalustraces
Caps
steps
Handralis
Kiseis
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

		ocate in	Columns 1 -	6 application t	ype which bes	st app	lies to yo	our project		
	Revi	ew the "Y"	marks in the	column for do	cuments requ	ired f	for your a	application ty	pe.	
		Che	ck column	7, next to the	documents yo	u are	providin	g.		
		1	2	3	4		5	6	7	8
	APPLICATION TYPE Select One Type >	New Construction	Additions, Structural Changes	Major Exterior Renovations Cladding	Major Exterior <u>Renovations</u> Other	Res -rsub or F	or Exterior goyations is Footprint Toor Area io Change	Restoration to an Earlier Historic Appearance	DOCUI	ECK MENTS
		Example	Example	Example	Example	E	xample			
	Examples >	New House, Garage, Deattached Shed	Extensions, Roofline Changes, Dormers, Enclosing, Enlarging, Extending	Siding, Roofing (Change of Type) Trim, Shutters, Awnlogs, Replacement Windows,	Rail System, Steps, porches, decks, AC, Doorways, New Windows,	porti	s, porches, cos, decks, Doorways	Use all examples	Applicant Please Check Provided Information U	Bldg Clerk Please Check Received Information
A	Completed COA Application	Y	Y	Y	Y		Y	Y		
В	Copy of Property Survey	Y	Y				Y	γ		
C	Statistics									
	Before & After Floor Area Ratio	Y (after)	Y				Y	Y		
	Before & After Lot Coverage	YAfter	Y				Y	Y		
	Height		Y				-	Y		
	Roof Pitches Before & After		Y					Y		
	Roof Filenes before & After	TAIC								
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		
	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 relevent 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.	<b>EXISTING GRADE ELEVATION*</b>	*
3.	HEIGHT OF HOUSE FROM CROWN OF ROAD	

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

#### (12) ELEVATIONS/ARCHITECTURAL PLANS

- o Required for any additions or new construction refer to Section 108-7 (A & B)of the Code of Beach Haven for specifics
- o Subsequent to issuance of a Certificate of Appropriateness, failure to provide any plan changes to HPAC for approval and sign off will be automatic grounds for <u>refusing the issuance</u> of a <u>CERTIFICATE OF OCCUPANCY</u>. This would refer only to changes which affect the exterior of the structure which are visible from public walkways.

#### (13) COPIES

## SUBMIT TWELVE (12) FULL SETS OF APPLICATIONS, REQUIRED DOCUMENTATION AND SUPPORT LITERATURE

#### (14) **TIMING**

- O Applications should be submitted to the Building Department Clerk, at Borough Hall, by the 15th of the month, in order to be placed on the agenda for that month. Meetings are typically held at 4 P.M. on the last Tuesday of the month.
  - Based on the degree of complexity, the commission may limit the number of hearings to 3. In that case your hearing may be pushed to another meeting date.
- O An incomplete application will not be heard.
- O The HPAC secretary will notify applicant of acceptance and of the hearing date and time.
- O It is mandatory that either the applicant(s) or the authorized representative [see section (4) of application] must attend the hearing, be sworn in and be able to answer questions.

#### INSTRUCTIONS & PROCESS

More detailed information is available from the Building Department and on the Borough website (www.beachhaven-nj.gov under Boards & Commissions):

- o Certificate of Appropriateness Application Process
- o Instructions for Certificate of Appropriateness

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

	IAL USE BY HPAC SECRETA PPLICATION INFORMATION	
Application # Date Filed: Date of Hearing	Property Address	Key Contributing
NOTES:		_Non-Contributing
<u> </u>	STATUS	
Date Approved  Date Approved with Condition  Date Denied	3	