



Historic Preservation

Commission

Application

Contents of Applications: (Excerpted from the Code of the Borough of Merchantville, Article I, Section 39A-1)

Applications for Certificates of Appropriateness shall include:

1. Completed application forms, which contain a precise written description of the proposed work or activity, including all required attachments, samples, etc.
2. Sufficient photographs (minimum of 2) of the existing structure or lot.
3. Scaled drawings showing the plan layout and facade elevations and specifying materials.
4. For new construction applications, a street scape elevation drawn to scale, showing the new structure in the context of neighboring buildings.
5. For large projects, working drawings and specifications shall be required.
6. The Commission may require the submission of additional information reasonably necessary to make a decision.

Borough of Merchantville
HISTORIC PRESERVATION COMMITTEE

Application for Certificate of Appropriateness

Is Zoning Board Approval required for this project? No _____
Yes _____ Date of Approval _____ File # _____

Is Planning Board Approval required for this project? No _____
Yes _____ Date of Approval _____ File # _____

**Please note that if approvals are necessary but have not been granted, this commission may not issue a Certificate Of Appropriateness.

Block: _____ Lot: _____ HPC Application No. _____

Property Address: _____

Common Name of Property: _____

Applicant Name & Address: _____

_____ Phone: () _____

Property Owner Name & Address: _____

_____ Phone: () _____

Form of Ownership: () Individual () Partnership () Corporate
 () Governmental () Non-Profit () Utility

If Applicant is not the owner, state applicant's authority to bring this application and specific interest in application (i.e. agent for owner, equitable interest, agreement of sale):

Present Use: _____ Proposed Use: _____

Number of Stories: _____ Size of Property: _____

Type of Building Construction: () Brick () Frame () Other

Surrounding Property Usage (neighbors) attach photographs;

North: _____ East: _____

South: _____ West: _____

Has any other application been filed in connection with this property? () Yes () No
If Yes, please list name and application number under which it was filed:

Identify Nature of Proposed Work:

- () Addition () Alteration () Demolition
- () Excavation () Relocation () Repair
- () Replacement () Rehabilitation () New Construction
- () Paint () Sign () Other _____

Current Condition of Affected Areas(existing materials & finishes): _____

PROPOSED WORK PROGRAM (attach additional sheets if necessary, provide samples if possible):

A. Describe Proposed Work: _____

B. Materials and Construction Methods and/or Landscaping to be Used: _____

C. Will the Proposed Work Match the Existing Architectural Details? Explain: _____

D. Exterior Painting - Check if using paint colors from the following paints charts. Different brands of paint may be used to match the colors on the charts below. Paint samples shall be attached to this application (Note: Painting of brick is not permitted unless historically documented).

- () Finnaren & Haley Authentic Colors of Philadelphia (or match)
- () Finnaren & Haley Victorian Hues (or match)
- () Sherwin-Williams Heritage Colors (or match)
- () Benjamin Moore Historical Color Collection (or match)

Indicate Paint Color for each feature to be painted (i.e. siding, trim, cornice, door, etc.): _____

Please check the appropriate letter as it pertains to your legal representation:

a. _____ I am not represented by an attorney in connection with this application.

b. _____ I am represented by _____

Address: _____

Phone: _____ in connection with this application.

