



Historic Preservation

Commission

Application

**Historic Preservation Commission:** Meetings 1<sup>st</sup> Tuesday of every month (unless it is on a holiday). 7:30 pm in the Borough Hall Courtroom

Chapter 94-51

**E. Application procedures.**

(1) Applications for a Certificate of Appropriateness shall be made on forms available from the Zoning Officer, at the Clerk's Office, or online at [www.merchantvillenj.gov](http://www.merchantvillenj.gov). Completed applications shall be delivered or mailed to the Zoning Officer at the Zoning Office or Clerk's office fourteen (14) days prior to a hearing date of the Commission in order to appear on the agenda for the next hearing date.

(2) The Zoning Officer shall refer all applications for a Certificate of Appropriateness to the Commission.

(3) The Zoning Officer shall advise the applicant of the date, time and place of the meeting at which his or her application is to be reviewed at least ten (10) days prior to the hearing. An applicant shall appear or be represented at any hearing to consider the application.

(4) If the application is for demolition, the applicant must follow the requirements of Chapter 20 of the Code of the Borough of Merchantville in addition to the requirements of this chapter. In such case the applicant must also provide notice in accordance with Sections 94-91 and 94-92 of the Zoning Ordinance.

**(5) Contents of applications.**

(a) Applications for a Certificate of Appropriateness shall include:

[1] Complete application forms, which contain a precise written description of the proposed regulated activity.

[2] Sufficient photographs of the existing improvement or lot.

[3] Scaled drawings showing site 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] The Commission may require the submission of additional information reasonably necessary to make a decision.

**\*\*10 Copies of the application and supporting documentation must be submitted.**

**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.

CERTIFICATION: I hereby certify that the above statements made and contained in this application including any attachments are true and correct to the best of my knowledge and belief. I further understand that any falsification of information may be considered reason to deny this application. NOTE: If the applicant is other than the Owner, then the owner must countersign this application indication his/her concurrence.

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

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

\_\_\_\_\_  
Co-owner's Signature & Date

\_\_\_\_\_  
Contact Person in Charge of Work, Title

( ) \_\_\_\_\_  
Phone No.

( ) \_\_\_\_\_  
FAX No.

\*\*\*\*\*

For Commission Use Only:

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
HPC Administrative Officer

Are any variances necessary? \_\_\_\_\_  
Submitted? \_\_\_\_\_

Approved? \_\_\_\_\_

All required materials submitted?  
Yes \_\_\_\_\_

No, explain: \_\_\_\_\_