



## HISTORIC PRESERVATION COMMISSION APPLICATION

### CHECK LIST:

1. \_\_\_\_\_ Have you completed all sections of the Historic Preservation Commission Application and Escrow Agreement?
2. \_\_\_\_\_ Have you paid both the Application Fee and the Escrow Fee in the Finance Office prior to submitting this packet to the Community Development Office?
3. \_\_\_\_\_ Have you attached all required supporting documentation (photographs, scaled drawings, measurements) for your proposed improvements?
4. \_\_\_\_\_ Have you submitted 3 copies (one original and two hard copies) of your application AND supporting documentation?
5. \_\_\_\_\_ If you are proposing a demolition of a structure, have you requested a 200' property list from the Borough Clerk's office? You must show proof of the public notice at least 3 days prior to the meeting or you will not be scheduled for a hearing.



**Borough of Merchantville**  
**Historic Preservation Commission**  
**1 West Maple Avenue, Merchantville, NJ 08109**

## **APPLICATION PROCEDURES**

1. **Application Fees and Submission Deadline.** The Applicant must pay the required application and escrow fees in the Finance Office (see attached fee schedule) prior to submitting the application package to Community Development Office. You may pay with cash, or **two checks** (one for each type of deposit). In order to be considered for the next meeting agenda, you must pay fees and submit application at least 14 days prior to the next HPC meeting.
2. **Certification of Completeness.** In order to be placed on the next meeting agenda, the Application must be deemed complete by the Administrative Officer at least 10 days before the meeting date.
3. **Contents of Application.**
  - a. Written Application (attach additional sheets if needed)
  - b. Escrow Agreement
  - c. Your Supplemental Materials, including:
    1. Photographs of the existing lot and site improvements
    2. Scaled drawings or illustrations showing proposed improvements
    3. Sample materials for awnings, façade architectural elements.
    4. For new construction, a streetscape elevation drawn to scale, showing proposed new structure in the context of neighboring buildings.
  - d. Proposed Public Notice (only if a Demolition is being proposed).
4. **Number of Copies Required.** Three (3) complete packages are required: one (1) original and two (2) hard copies. Applicants are responsible for making copies of the entire package. Email pdfs of any supplemental materials larger than 8.5” x 11.”
5. **Public Notice for Demolition Applications.** For demolition applications, you must obtain a 200’ property list from the Borough Clerk and provide public notice in accordance with §§ 94-91 and 94-92 of the Zoning Ordinance. PLEASE READ THE ATTACHED PUBLIC NOTICE INSTRUCTIONS CAREFULLY.
6. **Application Review.** You must be in attendance for the matter to be heard. The HPC will analyze the application in accordance with Articles VIII B and X of the Zoning Ordinance. The Zoning Ordinance can be found on the Historic Preservation Commission webpage at <https://merchantvillenj.gov/index.php/departments/community-development/historic-preservation-commission>
7. **Meetings.** Meetings are usually held on the 1st Tuesday of every month at 7:30 pm in the Borough Hall Council Chambers on the second floor, 1 West Maple Avenue, Merchantville New Jersey.



**Borough of Merchantville  
Historic Preservation Commission  
1 West Maple Avenue, Merchantville, NJ 08109**

**Date Application Submitted:** \_\_\_\_\_

<b>Applicable Fees:</b>	<b>Application</b>	<b>Escrow</b>
Signs, Awnings, Outdoor Displays, Lighting, etc.	\$100	\$150
New Construction, Demolition, Additions, Alterations, etc.	\$100	\$300
Requests for Advice or Letters of Interpretation	\$50	\$300

**I. SITE INFORMATION**

Site Address: \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ (You can find this on Zoning Department webpage)

Has a prior HPC application been filed in connection with this property?

( ) Yes ( ) No ( ) Unknown.

If yes, identify name and application number: \_\_\_\_\_

**II. APPLICANT INFORMATION**

TENANT       PROPERTY OWNER       TENANT AND OWNER

**APPLICANT:**

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**OWNER:**

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

\*\*\*WE NEED BOTH SIGNATURES IF APPLICANT IS DIFFERENT THAN PROPERTY OWNER\*\*\*

**CONTRACTOR IN CHARGE OF WORK:**

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### III. PROPERTY USE

Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Surrounding Property Usage (neighbors):

North \_\_\_\_\_ South \_\_\_\_\_

East \_\_\_\_\_ West \_\_\_\_\_

Type Of Construction ( ) Brick ( ) Frame ( ) Other

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### IV. NATURE OF PROPOSED WORK

( ) Exterior Paint ( ) Signs ( ) Awning ( ) Alteration ( ) Demolition\* ( ) Addition

( ) Relocation ( ) Repair ( ) Replacement ( ) Rehabilitation ( ) New Construction

( ) Other \_\_\_\_\_

\*Public Notice Required

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#### A. EXTERIOR PAINT

Please attach paint samples to the application. The Commission strongly encourages the use of the paint charts below. Different brands of paint may be used to match the color charts below. (Please note that painting of brick is not permitted unless historically documented)

1. Have you attached paint samples to the application? ( ) Yes ( ) No

2. Which paint chart(s) are you using?

( ) 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)

3. Please identify the paint color for each feature to be painted (i.e., door, trim, cornice, etc).

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#### B. SIGNS Please check-off sign type(s) proposed.

( ) Building Face Sign ( ) Window Sign ( ) Door Glass Sign ( ) Freestanding Sign

( ) Overhanging Perpendicular Sign ( ) Other

1. How many signs are you proposing? \_\_\_\_\_

2. Have you attached sign illustrations showing the colors, design, length and width of each sign?  
( ) Yes ( ) No

3. What is the width of your storefront? If storefront has more than one street frontage, separately identify the width of each frontage. \_\_\_\_\_

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4. Is there existing signage that will remain? ( ) Yes ( ) No  
If yes, identify each sign to remain and the associated square footage? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Does your sign illustration identify the length and width of each proposed sign? ( ) Yes ( ) No
6. For window signs:
- a. Does your illustration identify the length and width of each affected window? ( ) Yes ( ) No
  - b. Will the window sign exceed 40% of the window area? ( ) Yes ( ) No
7. For door glass signs:
- a. Does your sign illustration identify the length and width of the door glass? ( ) Yes ( ) No
  - b. Will the door glass sign exceed 30% of the overall glass area? ( ) Yes ( ) No
8. For overhanging signs perpendicular to the storefront:
- a. How close will the sign be from the building façade? \_\_\_\_\_
  - b. What is the distance from the bottom of sign to the ground? \_\_\_\_\_
  - c. What is the proposed sign material? \_\_\_\_\_
9. For freestanding signs:
- a. Does the sign illustration indicate the height from the ground? ( ) Yes ( ) No
  - b. Have you attached a site plan showing where sign will be located and is it located outside of the site triangle? ( ) Yes ( ) No
  - c. What is the proposed sign material? \_\_\_\_\_

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## C. AWNINGS

1. What are the dimensions of the awning? \_\_\_\_\_
2. Have you attached a material sample? ( ) Yes ( ) No
3. If you are proposing signage on the Awning:
- a. Is the sign located on the flap of the Awning? ( ) Yes ( ) No
  - b. What is the size of the flap on the Awning? \_\_\_\_\_
4. What is the distance between the bottom of the Awning Flap and the ground? \_\_\_\_\_

**D. ALL OTHER APPLICATION TYPES**

1. Current condition of Affected Areas (existing materials, finishes, etc).

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2. Describe Proposed Work.

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3. Materials and Construction Methods to be used.

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4. Will the proposed work match the existing architectural details? Explain.

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**E. HPC ADMINISTRATION ONLY (DO NOT WRITE BELOW)**

1. Date Application Received \_\_\_\_\_

2. Proof of payment received by Finance Office?  Yes  No

Amount Paid: \_\_\_\_\_ Date Fee Paid: \_\_\_\_\_

3. Date Certified Complete \_\_\_\_\_

4. Is/Was Joint Land Use Board Approval Required For Proposed Improvements?

Yes  No

If Yes, What is the Application No.: \_\_\_\_\_ Date Approved: \_\_\_\_\_

(Please attach copy of Board Resolution)

5. HPC Application Number \_\_\_\_\_

6. HPC Officer Name \_\_\_\_\_

HPC Officer Signature \_\_\_\_\_

COMMENTS:

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# ESCROW AGREEMENT

# \_\_\_\_\_

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_,

(Name) \_\_\_\_\_ is hereinafter referred to as the "Applicant." The Joint Land Use Board, Historic Preservation Commission of the Borough of Merchantville is hereinafter referred to as "Board," and the Borough of Merchantville in the County of Camden is hereinafter referred to as "Borough."

**WHEREAS**, the Applicant is proceeding under Ordinances 94-108 (Zoning Ordinance) or 73A-4 (Subdivision Ordinance), (hereinafter "Ordinance"), for approval of \_\_\_\_\_ at \_\_\_\_\_ (address); and

**WHEREAS**, the Ordinance requires the Applicant to establish an escrow whereby work required to be performed by professionals employed by the Board for the review of applications for development, review and preparation of documents, inspection of improvements, or other purposes under NJSA 40:55D-1 et seq.) will be paid for by the Applicant;

**NOW, THEREFORE,**

**SECTION 1. PURPOSES** The Applicant agrees to pay all reasonable professional fees incurred by the Board for the performance of its duties.

**SECTION 2. ESCROW ESTABLISHED** The Applicant hereby creates an escrow to be established within the Borough.

**SECTION 3. DEPOSIT OF ESCROW FUNDS** The Applicant, upon execution of this agreement, shall pay to the Borough such sums as are required by Ordinance to be deposited in the repository referred to in Section 2.

#### **SECTION 4. INCREASE IN ESCROW FUND**

If, during the existence of this Escrow Agreement, the funds held by the escrow shall be insufficient to cover any voucher or bill submitted by the professional staff and reviewed and approved by the Chief Financial Officer of the Borough or her designee, the Applicant shall, within fourteen (14) days of receipt of written notice, deposit additional sums with the escrow holder to cover the amount of the deficit referred to above and such additional amount reasonably anticipated by the Borough needed to complete the application process. Receipt of notice shall be presumed to have occurred three (3) days after mailing, unless otherwise shown.

**Additionally, until such funds are fully replenished, no further consideration, review, processing of any pending application shall be permitted by the Board, nor shall any further inspections be performed by or on behalf of the Borough until such additional escrow has been deposited**, with the exception of any required health and safety inspections, which may be made, and charged back against the account.

#### **SECTION 5. FAILURE TO POST SUFFICIENT ESCROW FUNDS.**

Failure to post sufficient escrow funds to cover costs incurred or anticipated shall toll the period for action by the approving authority, thereby barring an applicant from seeking a default approval under N.J.S.A. 40:55D-10.4. After a period of forty five (45) days from the notice from the Borough, the applicant's failure to deposit the additional funds shall be grounds for denial of the application or for dismissal of the application without prejudice. In the event the Board approves the application, the obligation to pay for professional plan reviews fees by depositing the funds in escrow shall be a condition of the approval granted by the Board. The failure to pay may also result in a voiding of any prior approvals upon due notice to the applicant by the Board.

Additionally, the Applicant hereby agrees that in the event the reasonable and necessary amounts charged by the professionals for review of the application are not paid, the outstanding fees shall be deemed a lien on the subject property and shall be collectable as in the case of taxes by the adoption of a resolution by the Borough's governing body upon receipt of a certification that the amounts are due and owing pursuant to this agreement. Negative escrow balances shall incur interest at 1.5% per month.

**SECTION 6. PAYMENTS REQUIRED PRIOR TO ISSUANCE OF PERMITS.** No Zoning permits, building permits, certificates of occupancy or any other types of permits may be issued with respect to any approved application for

development until all bills for reimbursable services have been received by the municipality from professional personnel rendering services in connection with such application and payment has been made.

**SECTION 7. TRANSFER OF PROPERTY OR CHANGE IN IDENTITY OF APPLICANT.**

In the event of the sale or transfer of property which is the subject of a development application, or a change in the identity of the applicant, all funds on deposit pursuant to this agreement shall run with the development application affecting the property in question and shall be considered to be the asset and/or obligation of any subsequent owner or applicant unless the initial owner or applicant provides written notice to the approving authority, and to the professionals providing services, that the initial owner or applicant has specifically reserved ownership rights of the escrow account. In the event such a notice is received, no further review shall be undertaken by relevant professionals until the new or subsequent owner or applicant has established an escrow account and signed an escrow agreement.

**SECTION 8. PAYMENT VOUCHERS**

The professionals referred to in this Agreement, upon the conclusion of their services or periodically during the performance of their services, shall submit vouchers conforming to the requirements established by the Borough for vouchers of the type and kind with an informational copy to the applicant. Said vouchers shall include the amounts of all fees and costs incurred as a result of the services set forth under Section 1 of this agreement.

**SECTION 9. PAYMENTS FROM ESCROW FUNDS**

The Community Development Director, or its designee, shall review the vouchers submitted by the professionals to determine whether the services have been performed in the manner and to the degree required by this Agreement. Upon making a determination that said services have been performed properly, the Chief Financial Officer shall process said vouchers in the same manner and under the same terms as are normally employed for vouchers submitted for work performed on behalf of the Borough. At the conclusion of this processing, the amounts specified in said vouchers shall be paid by the escrow holder from the escrow established pursuant to this agreement

**SECTION 10. APPLICANT NOTIFICATION TO DISPUTE CHARGES**

Pursuant to N. J. S. A. 40:55D -53. et seq., whenever an applicant disputes the charges made by a professional for service rendered to the municipality in reviewing applications for development, review and preparation of documents, inspection of improvements, or other charges made, Applicant shall first notify the governing body in writing of its appeal, with copies to the Chief Financial Officer, the approving authority, and the professional(s). The governing body shall attempt within a reasonable time period to mediate any disputed charges.

If the matter is not resolved to the satisfaction of the applicant, the applicant may appeal to the Camden County Construction Board of appeals, 520 Market Street, Camden, NJ (856) 225-5417. During the pendency of an appeal in accordance with this section, the municipality or approving authority shall continue to process, hear and decide the application for development and to inspect the development in the normal course and shall not withhold, delay, or deny reviews, inspections, signing of subdivision plats or site plans, the reduction or the release of performance or maintenance guarantees, the issuance of construction permits or certificates of occupancy or any other approval or permit because an appeal has been filed or is pending under this subsection.

**SECTION 11. RETURN OF UNUSED ESCROW FUNDS.** The applicant shall send written notice by certified mail to the Chief Financial officer, the approving authority, and to the relevant Administrative Officer, that the application or the improvements are completed. After receipt of such notice, the professionals shall render a final bill to the Chief Financial Officer within 30 days with a copy to the applicant. The Chief Financial Officer shall render a written final accounting to the applicant on the uses to which the deposit was made within 45 days of receipt of final bill. Any balance remaining shall be refunded to the applicant at the following address:

\_\_\_\_\_

**IN WITNESS WHERE OF**, the parties hereto have set their hands and seals the date first written above.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature\*

\*If company is a corporation, LLP or LLC, a licensed New Jersey attorney must authorize that this person has the authority to bind the entity making the application.

\_\_\_\_\_  
Attorney Name

\_\_\_\_\_  
Attorney Signature and State Bar License Number





**Borough of Merchantville  
Historic Preservation Commission  
1 West Maple Avenue, Merchantville, NJ 08109**

**200' PROPERTY LIST REQUEST**

**TO:** Borough Clerk and Tax Assessor

**DATE:** \_\_\_\_\_

I am requesting a list of property owners within two hundred (200) feet to the following subject property.

**SITE ADDRESS:** \_\_\_\_\_

**BLOCK:** \_\_\_\_\_ **LOT(S):** \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_  
Applicant's Name

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_  
Applicant's Signature

A fee of \$10.00 is required to be paid when picked up. Checks or money orders are made payable to the Borough of Merchantville.

## PUBLIC NOTICE INSTRUCTIONS

- A. Please read these instructions carefully. Failure to comply with notice requirements will require the hearing to be rescheduled on a later date, which will require new notice.
- B. Prepare a proposed **NOTICE OF HEARING** with your application to be reviewed by the Administrative Officer. The description of the relief sought must be provided in the notice. A sample has been provided.
- C. Submit the completed **200' PROPERTY LIST REQUEST** to the Borough Clerk with required fee.
- D. Once the Administrative Officer has deemed your application to be complete and scheduled you for a hearing, you must provide **NOTICE OF HEARING** in accordance with the requirements of N.J.S.A. 40:55D-12.
1. Copies of the **NOTICE OF HEARING** must be provided by **Certified Mail or Hand Delivery** at least 10 days prior to the hearing to:
    - i. All persons/entities identified on the 200' Property Owners List;
    - ii. All utility companies that have registered with the Borough;
    - iii. The County Planning Board if subject site is located within 200' of County Road;
    - iv. Clerk of the adjacent municipality, if site is located within 200' of municipal boundary.
  2. If notice is provided via **Certified Mail**, you must completely fill out the certified mail receipts (name and address) and retain copies of stamped receipts.
  3. If notice is **hand delivered**, the owners must sign 200' list for proof of receipt. The recipient must sign and date the line next to their address. The signature shows only that the person has been notified; it does not indicate approval or disapproval of the application.
- E. You must publish the **NOTICE OF HEARING** as a 'legal notice' in one of the official newspapers of the community, (i.e., Retrospect or Courier Post) so that it appears in the newspaper at least 10 days prior to the hearing:

The Retrospect  
Legal/Public Notices  
732 Haddon Avenue,  
Collingswood, NJ 08108  
(856) 854-1400 ext. 22  
[legals@theretrospect.com](mailto:legals@theretrospect.com)

Courier-Post  
Legal Notices  
301 Cuthbert Blvd., Cherry Hill, NJ 08002  
Mailing address: P.O. Box 5300,  
Cherry Hill, NJ 08034  
(856) 486-2605 or 888-516-9220  
[SRahmel@gannettnj.com](mailto:SRahmel@gannettnj.com)  
[CLegals2@gannettnj.com](mailto:CLegals2@gannettnj.com)

- F: Lastly, submit the following **PROOFS OF NOTICE** to the Administrative Officer no later than three (3) days prior to the hearing date:
1. One copy of the final **NOTICE OF HEARING**, and
  2. One photo copy of the **Certified Mail receipts** in the order of the 200' property list (please keep originals for your records), and
  3. One original of an **AFFIDAVIT OF PROOF OF SERVICE** (see sample), and
  4. One copy of the affidavit of **PROOF OF PUBLICATION** from the Courier-Post or Retrospect

**SAMPLE  
MERCHANTVILLE HISTORIC PRESERVATION COMMISSION  
NOTICE OF HEARING**

Notice is hereby given that on \_\_\_\_\_ (day of the week) , \_\_\_\_\_ (month) \_\_\_\_\_(day) , \_\_\_\_\_ (year) **at 7:30pm**, a public hearing will be held before the Historic Preservation Commission of the Borough of Merchantville in the Council Chambers at Borough Hall, 1 West Maple Avenue, Merchantville, New Jersey 08109, upon the application of \_\_\_\_\_ (name of applicant) to demolish a \_\_\_\_\_, located at \_\_\_\_\_ (insert address), Block \_\_\_\_\_, Lot(s) \_\_\_\_\_. Public notice is required pursuant to Article VIII B, §94-51.5E(4) of the Zoning Ordinance. All interested parties will be given an opportunity to be heard. A copy of the application and exhibits are on file at the Borough Hall Community Development Office in the Annex for inspection between 8:30 and 4:30, Monday thru Friday, at least 10 days before the date of the hearing.

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**SAMPLE  
AFFIDAVIT OF PROOF OF SERVICE**

I, \_\_\_\_\_, of full age, being duly sworn according to law, deposes and says, that (s)he resides at:

\_\_\_\_\_ in the municipality of \_\_\_\_\_, County of \_\_\_\_\_ and State of \_\_\_\_\_, that (s)he is (are) the applicant(s) in a proceeding before Merchantville Historic Preservation Commission, Merchantville, New Jersey, being an application under the Zoning Ordinance, which relates to premises located at \_\_\_\_\_. I have given written notice of the hearing on this application by newspaper publication on \_\_\_\_\_ and to each and all of the persons within 200' of the property, in the required from and according to the attached lists either by hand-delivery or by certified mail in the manner indicated thereon.

\_\_\_\_\_  
Applicant(s) Name