

Historic Preservation Commission

Application for Historic Preservation Review

Site Approval

Your completed application includes the following:

- 1) Completed *Application for Historic Preservation Review- Site Approval* form and supporting documents, including **7 hard copies for the Commission. Only one copy must be in color.**
- 2) \$50.00 fee
- 3) Copies of supplemental applications, as is required.
- 4) Sample materials, as appropriate. Only one sample need be provided.
 - a. color copies of the proposed work
 - b. drawings
 - c. before and after pictures
 - d. sell sheets
 - e. catalogue copies
 - f. samples of proposed hardware, roofing materials, and or siding & windows
- 5) Photographs for the official application, as appropriate. Clear photo copies (7) for the Commission sets are acceptable and may be included with the form.
- 6) Completed Historic Preservation Checklist

These materials inform the Commission of your intended changes. **Please provide seven copies of all documents submitted in addition to the application.**

Please note: final approval is required of the Zoning Officer.

City of Lambertville

Historic Preservation Commission

Permit Procedure

All properties located in the Central Business District (CBD) are required to obtain approval from the Historic Preservation Commission for any & all exterior modifications. If you are unsure as to whether you are required to obtain approval, please contact Chair Stewart Palilonis at (609) 397-1130. *Please note that final approval is required of the Zoning Officer.*

Appearance

It is highly recommended that you, or your assign, appear before the Commission, although it is not required. Your presence ensures that questions be answered immediately which excels the approval process.

Appeals

If the Commission cannot act on your application, or imposes conditions with which you disagree, you must appear at the next meeting of the Commission to state your case. No application will be expedited.

Fines & Penalties

If modifications are completed prior to the approval of the Historic Preservation Commission, you will be subject to a penalty and may be required to remove the changes.

Submissions

All applications should include color copies of the proposed work, drawings, before and after pictures, sell sheets, catalogue copies and samples of proposed hardware, roofing, siding & windows. This will help the board understand your intended changes. Please provide eight copies of all documents submitted. Only one copy needs to be in color. The Checklist is required for all site applications.

Applications and the application fee of \$50.00 may be submitted to City Hall, Monday thru Friday, 9 am – 4 pm or you may mail them to:

City of Lambertville
Historic Preservation Commission
18 York Street
Lambertville, NJ 08530

Please be advised

All applications must be received the Wednesday prior the scheduled meeting date, if you wish to be heard at the next meeting. The Historic Preservation Commission meets at 7:30pm on the 2nd Tuesday of every month, at the Phillip L. Pittore Justice Center (ACME), 25 South Union Street Lambertville, NJ.

City of Lambertville
Historic Preservation Commission

Application for Historic Preservation Review
Site Approval

Official Use Only:

Date Filed: _____ \$50 Fee Paid _____

Meeting Date: _____

Complete this application legibly, using black or blue ink.

Location & Street Address: _____

Block: _____ Lot: _____ Zone: _____

Owner of Property

Name: _____

Address: _____

Telephone & Email: _____

Owner's Signature (required): _____

Applicant (If different from Owner)

Name: _____ Relationship to Owner: _____

Address: _____

Telephone & Email: _____

Applicant's Signature (required): _____

Attorney and/or other professional: (If applicable)

Name of Firm: _____

Name of Professional: _____

Address: _____

Telephone & Email: _____

TYPE OF SITE APPLICATION:

(PLEASE SELECT ONE)

Site Plan -- All site plans must first be seen by the Planning Board.

Major

Minor

Preservation Plan: _____

Demolition: _____

Other: _____

DESCRIPTION OF APPLICATION BY CATEGORY

A. Structure to be erected, relocated, enlarged, externally altered or reconstructed:

B. Structure/Change of Use:

C. Land to be cleared or altered:

D. Land Change of Use:

E. Open parking area to be constructed, installed, enlarged, etc.: _____

Explanations and additional comments:

SUPPLEMENTAL APPLICATIONS

Subdivision	Required <input type="checkbox"/>	Attached <input type="checkbox"/>
Site Plan Review	Required <input type="checkbox"/>	Attached <input type="checkbox"/>
Regional Planning Board	Required <input type="checkbox"/>	Attached <input type="checkbox"/>
Zoning Board Adjustment	Required <input type="checkbox"/>	Attached <input type="checkbox"/>

Note:

- A. Application for Preservation Plan Approval must be accompanied by such materials determined to be minimally sufficient to permit disposition of the applicant by the Historic Preservation Commission. They are to include the following, as applicable.
 - a. Roofing material(s): sample
 - b. Exterior light fixture(s): catalog cut outs
 - c. Scaled drawings of façade improvement(s)/change(s)
 - d. Landscape plan(s)
 - e. Lighting
 - f. Paving material(s)
 - g. Door and window replacement details
- B. Final Historic Preservation approval is conditional upon receipt of a photograph(s) of the completed development / improvements.
- C. Please provide sketch / plan below or attach extra sheet if applicable.

HISTORIC PRESERVATION COMMISSION
CITY OF LAMBERTVILLE, NJ
DESIGN GUIDELINES CHECKLIST

The following items are considered by members of the Commission in reviewing an application for a certificate of appropriateness. An applicant is expected to respond to each applicable item, where applicable, either in writing or at the hearing on the application. Numbers in italics (e.g. 6.2.1) refer to the sections of the “Lambertville Design Guidelines.” Check each item for compliance or waiver (“W”) or non-applicability (“NA”) and submit before the hearing.

- 1. (New Buildings) Compliance with Design Guidelines Section 5. (6.2.1) _____
- 2. (New Buildings) Proportion of new building to historic context (6.2.2) _____
- 3. (New Buildings) Does the new building obscure the view, light or air of existing historic structures or features. (6.2.3) _____
- 4. (New Buildings) Are ancillary building and features compatible. (6.2.4) _____
- 5. (New Buildings) Are existing spatial qualities protected. (6.2.5) _____
- 6. Facade and exterior elevations – compatibility of the fine grain (5.1.1a.) _____
- 7. If building is in a flood plain, how is scale maintained. (5.1.1b.) _____
- 8. Treatment of exposed foundations. (5.1.1c.) _____
- 9. Ratio of wall to windows. (5.1.1d) _____
- 10. Relationship of architectural elements from base to top. (5.1.1e.) _____
- 11. Use of natural materials. (5.1.1f.) _____
- 12. Architectural elevations submission (5.1.1g.) _____
- 13. Front facades on both sides of corner lot. (5.1.1h.) _____
- 14. Use of recommended materials. (5.1.1i.) _____
- 15. Provision of porches where 50% rule applies. (5.1.1j.) _____
- 16. Orientation toward street. (5.1.1k.) _____
- 17. Relationship of height to average on block. (5.1.2a.) _____
- 18. Relationship of “footprint” to original building. (5.1.2b.) _____
- 19. Use of “human scale.” (5.1.2c.) _____
- 20. Design of front door. (5.1.3a) _____
- 21. Window design. (5.1.3b. & c.) _____
- 22. Provision of display windows. (5.1.3d.) _____
- 23. Retention of historic architectural features. (5.1.4a.) _____
- 24. Adaptation of historic elements to new construction. (5.1.4b.) _____
- 25. Renovation features similar to original. (5.1.4c.) _____
- 26. Minimal provision of garages. (5.1.5a) _____
- 27. Fences and walls of natural materials. (5.1.5b.) _____