

# TOWNSHIP OF HAMILTON

## HISTORIC PRESERVATION COMMISSION

6101 Thirteenth Street Mays Landing, NJ 08330  
609 625-1511, Ext. 535

### DEVELOPMENT      REVIEW      APPLICATION

Date: \_\_\_\_\_

Application # \_\_\_\_\_

For Major Proposals:

The Historic Preservation Commission meets on the second Thursday \* of every month at 7:00 PM in Town Hall, 6101 Thirteenth Street, Mays Landing. Applications for proposed work must be completed and submitted by 4:00 PM 15 days prior to the scheduled meeting in order to be considered. Applicants, or their legal representatives, are required to attend the meetings when their proposed projects are being considered by the Commission. \*Any special arrangements for meetings will be announced as necessary.

For Minor Proposals:

A review committee of the Commission will review applications on first and last Thursdays of every month to determine completeness and nature of the work to help expedite either approval or to recommend a full hearing by the Commission.

**APPLICATION IS HEREBY made for review of the proposed development described below:**

\_\_\_\_\_  
Property Owner (Print)

\_\_\_\_\_  
Applicants Name (if different)

If Contractor or architect provide NJ Registration # \_\_\_\_\_

\_\_\_\_\_  
Property Owner's Address

\_\_\_\_\_  
Applicants Address

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Telephone #

Subject Property Information:

Street Address \_\_\_\_\_ Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

Zoning Classification \_\_\_\_\_ Present Use: \_\_\_\_\_ Change?  Yes  No

**Be sure to attach** two (2) copies of a Land Survey or Plot Plan with dimensions, elevation drawings, photos and/or anything that will clarify what is being proposed. Material samples, manufacturer's catalog cuts and/or any visual tangible examples are required for Major and Minor proposals.

Escrow Deposit:

Major and Minor proposals require an estimate of value upon which an escrow amount will be assessed to help defray the Commission's costs of review. Deposit amount \$ \_\_\_\_\_

<b>Township Use Only:</b>			
Application is deemed	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	By: _____
Date: _____			

HISTORIC PRESERVATION COMMISSION APPLICATION # \_\_\_\_\_

Street Address \_\_\_\_\_ Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

**Project Description:** (Applicant - Please check all boxes that apply)

Was a copy of the Design Guidelines brochure made available to the applicant?  Yes  No

Were the Guidelines appropriate to the proposed project?  Yes  No

**CHECKLIST**

- Adaptive Reuse
- Repair
- Major Work
- Addition
- Replace
- Minor Work
- Alteration
- Demolition
- Restoration
- New Construction
- Other (specify)

**Architectural Features to be Treated**

- Masonry materials
- Siding & façade work
- Exterior trim
- Roof/Roofing
- Gutters/downspouts
- Dormer(s) Cupola
- Chimney
- Eave: cornice/soffit
- Window(s): surrounds/shutters
- Door(s): surrounds/storms
- Porch, general
- Porch deck/stair/railing
- Porch balustrade/columns
- Porch roof
- Shop front, store/office
- Sign(s)
- Awnings/commercial canopy
- Fence/wall/gate/features/paving
- Other, structures (please note)

Please explain by printing/lettering/writing clearly regarding the proposed building treatment

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**Please attach** any other statements or material that may better indicate what is being proposed.

Submission Materials Received:

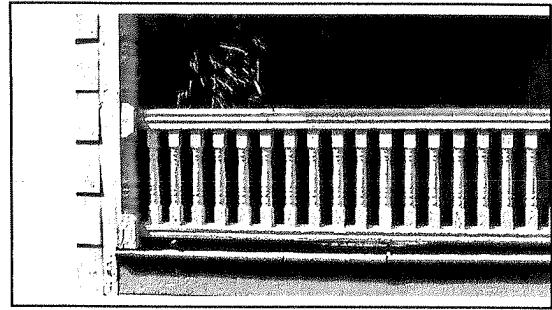
- Site Plan
- Photos
- Bldg. Plans
- Samples
- Elevations
- Catalog(s)

Signature of Applicant \_\_\_\_\_

- Approved as Complete  Yes  No
- Approval for Certificate  Yes  No  Conditions
- Denied a Certificate  Please return for next hearing

HPC Chair  \_\_\_\_\_ or Vice  \_\_\_\_\_ Date \_\_\_\_\_

**Township of Hamilton  
Historic District  
Standards & Guidelines  
HPC Review Process**



Definitions

**Major Work** would be of large scale and/or have significant impact proposing to alter, change, add to or remove authentic features or portions of a building listed as “contributing” on the survey of the historic district. New buildings within the district are considered as Major.

**Minor Work** would be small scale, involving clearly limited scope and little or no significant impact. Painting, patching, repair and replacement of materials in same-for-same manner would be considered as Minor.

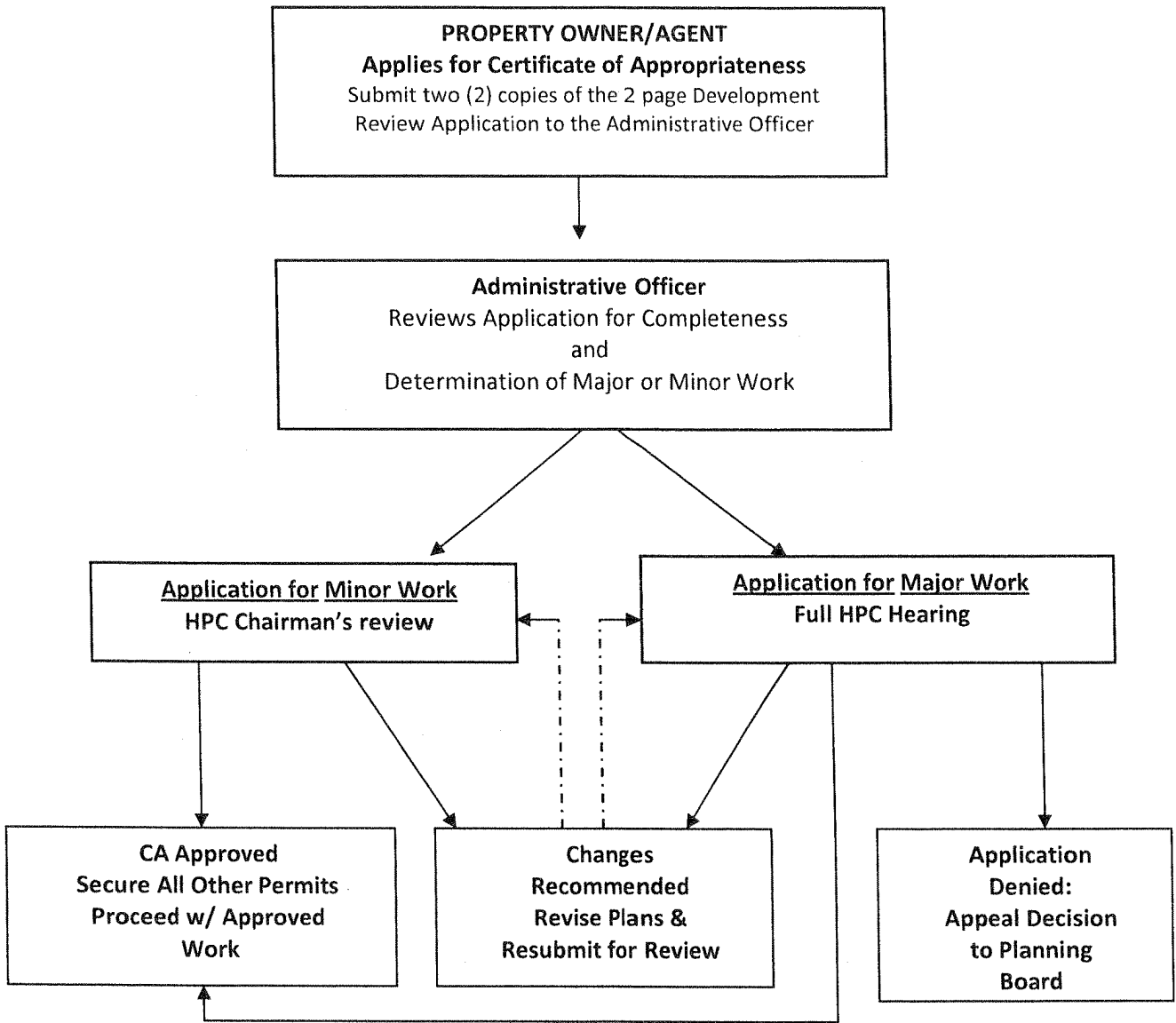
**Exempt Work** includes changes to the interior of buildings and structures that does not alter the location or dimensions of windows & doors, the repair and replacement work to non-contributing buildings within the Historic District, the repair & replacement of flat roofs not visible from the street and the installation of in-ground pools.

Application Process

New construction, additions or alterations to the exterior of buildings in the Historic District or identified Historic Sites in the Township require a Certificate of Appropriateness (CA).

Steps in the Process:

1. The owner or agent files a completed HPC Development Review application and supporting documents with the Zoning Office (Administrative Officer),
2. The Administrative Officer will make a determination of whether the application is complete or incomplete and whether Minor or Major work as proposed.
3. If the property falls within the Historic District or any Historic Pocket Site then the application will be referred to the HPC for a CA.
4. Within two weeks of submission of a complete application for Minor work, the HPC chairman will review the application and, if the proposed work is of a clearly Minor nature, a CA can then be issued. However if the scope, intent and impact of the proposed work is Major, such that it requires a full hearing then it will be scheduled for the next available meeting of the HPC.
5. Complete applications for Major work shall be submitted at least 16 days in advance of the next monthly meeting of the HPC.
6. HPC will review the most important applications and vote to grant or deny a CA only if the applicant or his/her legal representative is present.



*If the Planning Board upholds the HPC an appeal may be taken to County Superior Court.*