

GENERAL INSTRUCTIONS FOR FILING A HISTORIC PRESERVATION PLAN APPLICATION

WHEN A HISTORIC PRESERVATION PLAN APPLICATION IS REQUIRED:

Historic Preservation Districts are Zoning Overlay Districts that are subject to review and procedural requirements as defined by the Municipality of Princeton's Township Code as Type 1 or Type 2 Districts as outlined in the table below:

Type 1 (Former Township)	Type 2 (Former Borough and Witherspoon-Jackson HD)
Painting or adding other surface coloring to an unpainted surface or adding pre-primed and prefinished material.	
Painting or other surface coloring that is substantially out of character with the Type 1 district within which the structure is located.	N/A
Proposed work that would be visible from anywhere within the Type 1 district or from the public right-of-way.	Proposed work within the Type 2 district that would be visible from a public right-of-way.

In addition, any development applications requiring site plan review, or the subdivision of land as well as work within a historic preservation zoning district or historic preservation buffer zoning district including, but not limited to, any construction, alteration, relocation, demolition, or elevation a structure, or any other improvements to land including landscaping require a Historic Preservation Plan Application.

Ordinary maintenance, repair and/or replacement-in-kind, as well as work not visible from the public right-of-way typically does not require a Historic Preservation Plan Application as determined by the [Historic Preservation Officer](#).

WHAT ITEMS ARE REQUIRED AT THE TIME OF SUBMISSION:

A fillable PDF format of the application can be accessed on the Office of Historic Preservation's [Website](#). All applications must be submitted with the following items, four (4) hard copies are required for submission:

1. A completed Application form including an original signed and sealed copy of the Affidavit of Ownership as well as the Power of Attorney Form if necessary (Pgs. 6-7).
2. The application fee of \$75.00 via Check, made out to **PRINCETON**, or Cash (exact change).
 - a. If submitting as part of a development application, the Historic Preservation Plan Review fee must be submitted as a **SEPARATE** check.
3. A clear, color, current photograph of the front façade of the subject property and the immediate surrounding properties.
 - a. Photographs of architectural details, as well as side and rear elevations of the building may also be required depending on the scope of work.
 - b. Please note that the Office of Historic Preservation will not accept photos from any internet streetview program or an AI-generated image of the property.
4. Documentation sufficient to demonstrate how the proposed scope of work will appear in context.* These may include:
 - a. Product specifications and/or samples when appropriate.
 - b. Detailed Architectural and/or Engineering Plans updated with the latest revision date.
 - c. Delineated historic preservation areas.
 - d. Archaeological surveys and/or monitoring plans.
 - e. When available, historic photographs, maps, or other historic site documentation.

*Depending on the Proposed Scope of Work, additional review materials may be necessary.

APPLICATION COMPLETENESS AND REVIEW TIMELINES

If the application is subject to Preservation Plan Review only, the Historic Preservation Officer has 15 calendar days to review the application for completeness. The preservation plan application will also be reviewed with the Zoning Officer to ensure that there are no variances in the proposed plan, and that the appropriate application is submitted.

Applications shall be assigned for a Commission Meeting in the order in which they appear on the calendar (Agenda), except that any application may be advanced for a Commission Meeting by order of the Commission for appropriate reasons. Applications must be on file and available for public inspection at least ten (10) days before the date of the meeting. Submission of a complete and timely application DOES NOT GUARANTEE being placed on the agenda for the next meeting.

At least 10 days before the date set for hearing, the Historic Preservation Officer will give the applicant written notice of the hearing date. Applicants proposing demolition of a structure must adhere to the ordinances' [noticing requirements](#) regarding demolition.

At the Commission Meeting, an individual may appear for her or himself or be represented by an attorney at law of the State of New Jersey (it is always recommended that applicants seek legal advice in the preparation of the application). **PLEASE NOTE** the applicants listed as an LLC **MUST** be represented by an attorney at the Commission Meeting.

Information on the Historic Preservation Commission members, meeting dates, and agendas can be found [here](#).

ADMINISTRATIVE REVIEW

Once the application is deemed complete, if the Historic Preservation Officer determines that the scope of work will not have a [significant impact](#) and the Historic Preservation Commission Chair concurs with the determination, a Commission meeting is not required and the application can be approved administratively.

Criteria for Preservation Plan Approval can be found [here](#). Additional information regarding the appropriate repair methods and treatment measures for Historic Properties can be found [here](#).

PRINCETON HISTORIC PRESERVATION COMMISSION

APPLICATION FOR HISTORIC PRESERVATION PLAN REVIEW

Case No. _____ Filed _____ Fee: _____
(Check payable to Princeton)
Meeting Date _____

NOTE: (This application must be typewritten or legibly printed)

OWNER

Name _____
Address _____
Zip Code _____
Telephone Number _____
Email _____

LOCATION

Street Address _____ Zip Code _____
*Block _____ Lot(s) _____ Zone _____
* Historic District _____

APPLICANT

Name _____
Address _____
Zip Code _____
Telephone Number _____
E-mail _____

REPRESENTATION

(other than
applicant)

Name of Law Firm _____
Name of Attorney _____
Address _____
Zip Code _____
Telephone Number _____
Email _____

AGENT

(other than
applicant)

Name of Agent _____
Address _____
Zip Code _____
Telephone Number _____
Email _____

*Historic District information and Block and Lot can be found by address [here](#).

Please check the applicable box below to indicate the type of application proposed:

- ☐ Historic Preservation Plan Review
- ☐ Development-Historic Preservation District

SUPPLEMENTAL APPLICATIONS:

- Subdivision:* Attached ☐ Not Required ☐
- Site Plan Review:* Attached ☐ Not Required ☐
- Mayor and Council Approval:* Attached ☐ Not Required ☐
- Zoning Board of Adjustment:* Attached ☐ Not Required ☐

HISTORIC PRESERVATION PLAN REVIEW REQUEST FOR**:

- ☐ Addition(s)
- ☐ Alteration(s)
- ☐ New Construction
- ☐ Change of Use
- ☐ Window/Door Repair/Replacement
- ☐ Roof Repair/Replacement
- ☐ Fencing
- ☐ Sign(s)/Awning(s)
- ☐ Landscaping
- ☐ Elevation
- ☐ Relocation
- ☐ Demolition
- ☐ Other: land clearing, parking changes, solar panels, UST removal, etc.

****Any questions regarding if an application is required, e.g. work is not visible from a public right-of-way in a Type 2 district, or work may be considered a repair/replacement in-kind, should be directed to the [Historic Preservation Officer](#) prior to filing.**

Provide a detailed description of all proposed work below (attach additional sheets if necessary):

PRINCETON
NEW JERSEY

AFFIDAVIT OF OWNERSHIP/POWER OF ATTORNEY

FILE NO. _____

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY)
) ss.
COUNTY OF MERCER)

_____, of full age, being duly sworn according to law, on oath deposes
and says that the deponent resides at: _____ in
the _____ of _____, County of _____,
and State of _____, that _____ is the owner in fee of all that
certain lot, piece or parcel of land situated, lying, and being in Princeton, New Jersey, and known and
designated as Lot(s) _____, Block _____.

Owner also assures Zoning Officers, other pertinent Princeton officers, and members of the Historic
Preservation Commission the right to inspect the property under consideration, at reasonable times.

SWORN AND SCRIBED

BEFORE ME THIS _____ DAY OF _____, 20 _____

(Owner's Signature)

(Co-owner's Signature)

Notary Public, State of New Jersey

If anyone other than above owner is making this application, the following power of attorney must be executed.

POWER OF ATTORNEY

TO THE HISTORIC PRESERVATION COMMISSION

_____ is hereby authorized to make the within application.

DATED: _____, 20____.

(Owner to sign here)

