

BOROUGH OF HOPEWELL

HISTORIC PRESERVATION COMMISSION

88 East Broad Street

Hopewell, NJ 08525

Contact: Alison Baxter 609-577-1742 hpc@hopewellboro-nj.us

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

**This form must be submitted 5 days prior to
Historic Preservation Commission meeting date
(Important: please read instructions on back of this form)**

Date: _____

Property Information:

Owner: _____

Address: _____

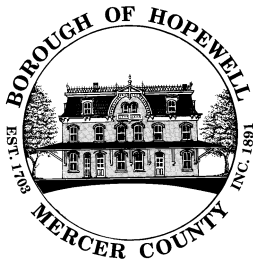
Contact Email and Phone: _____

Property Address: _____

Block: _____ Lot: _____

Description of Proposed Work (Please also provide recommended support materials listed at #3
on the following page):

Applicant's Signature



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The procedures for filing an application for permission to improve property within the Historic District are as follows:

1. Applicant must file a completed Construction and Zoning Referral with the Zoning Officer, who will make a determination if a Certificate of Historic Appropriateness is required.
2. If an Application for Certificate of Appropriateness is required, the applicant shall complete the Application for Certificate of Appropriateness, including a description of the proposed work and any supporting documentation, and file the application with the Borough Clerk at least **five (5)** days prior to the next meeting of the Historic Preservation Commission (the Commission meets the third Tuesday of each month in Borough Hall). Applicants may contact the Chair of the Commission if they have any questions about the application.
3. Applicant should then contact the Chair of the Historic Preservation Commission in order to be placed on the agenda of the next Commission meeting. The meeting will allow the applicant to make a presentation in support of the application and answer any questions raised by the Commission. The applicant will be expected to provide photographs of the existing property/structure, drawings (including measured project specifications if available), and other documents that define the scope of work. The Commission appreciates specific information on project materials, including manufacturer pamphlets and/or material samples. Failure to appear before the Commission may result in the matter being adjourned. Potential applicants are welcome to attend Commission meetings to seek advice in advance of filing a formal application.
4. Subsequent to the presentation, the Commission will make a recommendation to the Planning Board, which has final approval authority over such application.

TO BE COMPLETED BY THE HISTORIC PRESERVATION COMMISSION

Planning Board Approval Recommended: Yes _____ No _____

Conditions of Approval: _____

This completed and signed application must be forwarded to the Planning Board for a final determination regardless of the recommendation of the Commission.