Hackettstown Historic Commission

215 Stiger Street

Hackettstown, NJ 07840

**HISTORIC PRESERVATION COMMISSION APPLICATION**

Hackettstown residents living in the Historic District are required, under Town Ordinance to get approval from the Historic Preservation Commission **PRIOR** to beginning any new construction or renovations to the exterior of their homes.

**Applications must be submitted *TWO WEEKS PRIOR* to the meeting date. Ten (10) copies of the entire application must be submitted. Copies must be complete, collated and stapled together. COLOR Photos *MUST* be submitted with your application. Material samples must be brought to the meeting for review.**

--please note that incomplete applications will be returned—

**Meeting: Third Thursday of Each Month**

**Time: 7:30 PM**

**Place: Hackettstown Municipal Building**

**215 Stiger Street**

**Hackettstown, NJ 07840**

**APPROVAL BY THE ZONING OFFICIAL AND THE HISTORIC PRESERVATION COMMISSION ARE NOT APPROVALS TO BEGIN DEMOLITION, CONSTRUCTION OR PLACE SIGNAGE ON THE PROPERTY.**

**PROPER BUILDING PERMITS MUST BE PROCURED FROM THE CONSTRUCTION OFFICE PRIOR TO BEGINNING WORK.**

***Property Owner/Business Owner MUST be in attendance at the meeting on the date their application is presented. Failure to appear will result in postponement or denial of the application.***

**FOR OFFICE USE ONLY:**

Application Submission Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Hearing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fees (non-refundable): $25 residential application

$75 commercial application fee

Make checks payable to **Town of Hackettstown**

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

Historic Preservation Commission

Town of Hackettstown, NJ

**Instruction and Information:**

**Applicants are required to complete pages 1 and 2 of this documents and supply ALL items requested. Please supply ten (10) copies at the time of submission, and any associated designs, plans or surveys. This application must be submitted 14 days prior to the regularly scheduled meeting of the Hackettstown Historic Preservation Commission and will be considered complete and given consideration only AFTER all applicable fees are paid.**

**The property owner/business owner must be in attendance at the Historic Preservation Commission meeting on the date this application is considered to provide, if necessary, any additional information which may be helpful or required. Failure to attend the meeting will result in a postponement of the application and could result in a denial of the application. All applications are required to comply with Section 806 of the Land Use Ordinance of the Town of Hackettstown, including submission of a historic impact statement.**

**The Historic Preservation Commission meets at 7:30 PM on the third Thursday of each month in the Municipal Building.**

Please Type or Print Legibly

**1. Applicant’s Information**

(Last) (First) (Middle)

(Street)

(City) (State) (Zip)

(Home Phone) (Business or Cell Phone) (Email Address)

**2. Site Address**

(Street) (Block/Lot)

**3. Property Owner**

(Last) (First) (Middle)

(Street)

(City) (State) (Zip)

(Home Phone) (Business or Cell Phone) (Email Address)

Historic Preservation Commission

Town of Hackettstown, NJ

**4. Proposed Alterations, Additions or Improvements**

***Complete or provide information in paragraphs A-E for alterations, additions or improvements (EXCLUDING signs, siding or demolition)***

1. Supply FULL VIEW photographs of each face of the building to be altered.

\_\_\_\_\_\_Attached \_\_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Supply a sketch with dimensions of the proposed alteration or addition as it relates to the existing building.

\_\_\_\_\_Attached \_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Describe the proposed exterior construction materials.

(Attach additional pages, if needed)

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1. Supply precise color samples of all exterior construction materials to be used.

\_\_\_\_\_Attached \_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Will window casing be affected by the alterations?

\_\_\_\_\_Yes \_\_\_\_\_No

If Yes, Please explain the alterations and provide new window dimensions, if new windows are to be installed:

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Historic Preservation Commission

Town of Hackettstown, NJ

**5. Proposed Signage**

***Complete or provide information in paragraphs below for any proposed use of signage***

1. Store or business name
2. Size of sign requested (in square footage)
3. Linear footage (frontage) of the building on which the sign will be used.
4. Provide Number, size (in square footage) and location of all other signs on the site.
5. Describe the proposed construction materials to be used for the sign.
6. Identify the method of illumination (if applicable) for the proposed sign.
7. Supply a sketch or photo of the proposed sign with dimensions

\_\_\_\_\_Attached \_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Supply a sketch or photo of the proposed location of the sign on the site with dimensions.

\_\_\_\_\_Attached \_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Supply precise color samples of all exterior construction materials to be used.

\_\_\_\_\_Attached \_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Historic Preservation Commission

Town of Hackettstown, NJ

**6. New Construction**

***Complete or provide information in paragraphs below for any new construction.***

1. Supply an architectural rendering of all sides of the exterior of the proposed

Building.

\_\_\_\_\_Attached \_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Supply samples or photographs of all proposed exterior materials to be used.

\_\_\_\_\_Attached \_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Supply precise color samples of all exterior construction materials to be used.

\_\_\_\_\_Attached \_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Supply a sketch showing the proposed location of the new building as it relates to the property.

\_\_\_\_\_Attached \_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Exterior Alterations**

***Complete or provide information in paragraphs below for any exterior alterations including siding and trim.***

1. Describe exactly the proposed area of the building to be covered or altered.
2. Describe, if applicable, any proposed changes to be made to the building’s trim.
3. Supply a sample of the actual siding material(s) proposed for use.

\_\_\_\_\_Attached \_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Supply a sample of the actual trim material(s) proposed for use.

\_\_\_\_\_Attached \_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Supply precise color samples of all materials to be used.

\_\_\_\_\_Attached \_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Supply full view photographs of each of the building faces where siding/trim will be applied or alteration will be made (front, rear, sides, etc.)

\_\_\_\_\_Attached \_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Historic Preservation Commission

Town of Hackettstown, NJ

1. **Demolition**

*Complete or provide information in paragraphs below for any requests for demolition.*

* 1. State the exact reason(s) that demolition of this structure is requested.

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* 1. Is the structure currently occupied:

\_\_\_\_\_Yes \_\_\_\_\_No

If YES, Please explain the nature of the occupancy, number of occupied units and total number of occupants:

* 1. State the proposed use of the site if demolition of this structure is approved.

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* 1. Supply full view photographs of each of these faces (front, rear, sides, etc.) of the building proposed for demolition.

\_\_\_\_\_Attached \_\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. State the age (approximate if necessary) and narrative history of the structure proposed for demolition. Please contact the Hackettstown Historical Society or the Warren County Court House in Belvidere for assistance.

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* 1. ***AN ENGINEERING INSPECTION AS TO THE STRUCTURAL SOUNDNESS MUST BE PROVIDED BY A CERTIFIED STRUCTURAL ENGINEER, AND ATTACHED TO THE APPLICATION, BEFORE ANY APPLICATION FOR DEMOLITION WILL BE CONSIDERED.***

*Has an inspection been made of this building in the last 18 months?*

***If yes, please attach report.***

Historic Preservation Commission

Town of Hackettstown, NJ

***CERTIFICATE OF APPROPRIATENESS***

This certifies that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, owner(s) of the property located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_; and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Lessee or agent of the owner have made application to the Hackettstown Zoning or Construction Official, Planning Board or Board of Adjustment on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for approval of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Historic District and that after review of said application, which shall remain on file with the Historic Preservation Commission, the same was by a majority vote to be found to be acceptable in terms of design criteria relating to an individual site, structure or building within a Historic District, subject to the following conditions:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Chairperson, Hackettstown Historic Preservation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Secretary, Hackettstown Historic Preservation

I hereby acknowledge receipt of a copy of the Certificate of Approval and I agree that the work to be done in regard to this application shall be done in accordance with the specifications submitted and the conditions, if any, made as part of this approval.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature of Applicant or Agent

Historic Preservation Member to be contacted for final inspection:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_