

**CITY OF CAPE MAY
HISTORIC PRESERVATION COMMISSION APPLICATION**

Phone 609-884-9555

643 Washington St.
Cape May, NJ 08204
www.capemaycity.org

Fax 609-884-3355

APPLICANT INFORMATION

Date: _____

Work Site: _____ Block: _____ Lot: _____

Property Owner: _____

Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Phone: _____ Fax: _____ Email: _____

NOTICE OF HEARING DATE CONTACT

Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone: _____ Fax: _____ Email: _____

PROJECTS REQUIRING HPC REVIEW

Before exterior work on a structure in the Historic District begins, the Historic Preservation Commission must approve any exterior alterations, new construction, demolition, or changes to important landscape features. An HPC Review Committee may review applications for minor work, without holding a public hearing. Approved applications for minor work will receive a *Certificate of Minor Work*, which must be posted at the work site. The Review Committee may determine that an application be heard by the full Commission based on the scope of the work or the historic significance of the structure. If the full Commission approves the application a *Certificate of Appropriateness* will be issued and must be posted at the work site. The *Certificate of Appropriateness* is valid for a period of two (2) years from the date of issue unless the applicant requests reasonable extensions. Demolition and relocation permits are valid for a period of one year only.

Examples of work requiring the approval of the Commission include, but are not limited to, the following (please check appropriate box):

<input type="checkbox"/> new construction	<input type="checkbox"/> additions	<input type="checkbox"/> garages
<input type="checkbox"/> windows	<input type="checkbox"/> porches	<input type="checkbox"/> roofing/siding
<input type="checkbox"/> fences	<input type="checkbox"/> sidewalks/curbing	<input type="checkbox"/> driveways
<input type="checkbox"/> swimming pool	<input type="checkbox"/> awnings/canopies	<input type="checkbox"/> exterior lighting
<input type="checkbox"/> patios/decks	<input type="checkbox"/> street furniture	<input type="checkbox"/> HVAC equipment
<input type="checkbox"/> satellite dishes	<input type="checkbox"/> exterior doors	<input type="checkbox"/> signs/sign posts
<input type="checkbox"/> sheds/outbuildings/accessory structures	<input type="checkbox"/> chimneys	<input type="checkbox"/> masonry repairs

If you have any questions about whether or not an HPC review is required or if a permit is required, it is advisable to contact the Construction/Zoning Office at 609-884-9555.

PROPOSED WORK PROGRAM

Describe work to be done. Please be as specific as possible. Attach architectural plans, landscaping plans, surveys and/or scale drawings that include accurate dimensions, elevations and a description of the materials used. Submit product literature or samples. Submit a photograph of the property, specifically the location where the work is to be done. Streetscape photographs are required on all applications. 12 copies of application, HPC Survey (obtained in Construction Office) and all materials list (except product literature and samples) must be submitted at time of Full Commission Hearing.

CERTIFICATION

I hereby certify that the above statements made and contained in this application including any attachments are true and correct.

Applicant's Signature _____ Approved _____ Denied _____ Date _____

CITY OF CAPE MAY
HISTORIC PRESERVATION COMMISSION MATERIALS CHECK LIST

643 Washington Street
Cape May, NJ 08204

Construction/Zoning Office
cmbds@capemaycity.com

Phone: 609-884-9555
Fax: 609-884-3355

APPLICANT MUST CHECK OFF THE ITEMS LISTED BELOW THAT RELATE TO THE CONSTRUCTION PROJECT AND FURNISH THE MODEL/SERIES #, TYPE, DETAIL AND MATERIALS TO BE USED WHERE APPLICABLE. ANY DEVIATION FROM THE APPROVED MATERIALS WILL REQUIRE ADDITIONAL HPC REVIEW. (PLEASE TYPE OR PRINT CLEARLY AND SUBMIT WITH ARCHITECTURAL PLANS/WORKING DRAWINGS.)

WORK

SITE: _____ **Block** _____ **Lot** _____

- ROOF** _____
- FACIA** _____
- SOFFITS** _____
- SIDING** _____
- WINDOWS** _____
- WINDOW TRIM** _____
- DOORS** _____
- COLUMNS** _____
- RAILINGS** _____
- DECKING** _____
- FOUNDATION** _____
- HVAC ENCLOSURE** _____
- OUTSIDE SHOWER ENCLOSURE** _____
- DRIVEWAY/WALKWAYS** _____
- FENCES** _____
- EXTERIOR LIGHTING** _____
- SHEDS/OUTBUILDINGS** _____
- GARAGE (siding, windows, doors)** _____

Applicant's Signature:

Date:

HPC Approval

PROOF OF PAYMENT OF TAXES

Pursuant to subsection 525-33 Payment of Taxes, of the City's Land Use Procedures Ordinance, this form shall accompany every application for development submitted to the Historic Preservation Commission.

Applicant's Name _____

Applicant's Address _____

Owner's Name _____

Applicant's Address _____

Subject Property Information:

Block _____ Lot _____ Quad _____

Street Address _____

DO NOT WRITE BELOW THESE LINES: FOR TAX COLLECTOR ONLY

All Taxes are current and there are no assessments for local improvements due or delinquent on the above referenced application property.

Date: _____ Tax Collector: _____

Please be advised that taxes and/or assessments for local improvements are due or delinquent on the above referenced property as follows:

Amount of Taxes Due: \$ _____
Amount of Assessments Due: \$ _____

Date: _____ Tax Collector: _____

This form must be completed and submitted with no taxes due, for an application to be deemed complete.