PUBLIC NOTICE

City of Cape May
Historic Preservation Commission

Policy on Application Submission, Completeness Review, and Agenda Placement

Effective Date: September 1, 2026

Purpose

The purpose of this policy is to establish a clear and uniform procedure for the submission, review, and scheduling of applications that are to be considered by the Historic Preservation Commission ("HPC"). This policy is intended to ensure adequate time for staff and Review Committee evaluation, promote complete application submissions, and facilitate efficient Commission meetings.

This policy was adopted by motion of the Historic Preservation Commission at a Special Meeting on July 30, 2026. The application submission schedule and completeness review procedures established by this policy shall remain in force unless modified or rescinded by subsequent action of the Commission

Application Submission Requirements

1. **Submission Deadline.** All applications and supporting materials must be submitted to the HPC Secretary no later than the close of business (COB) on the Monday that is **two (2) weeks prior to the scheduled HPC meeting.**

   Applications received by this deadline will be reviewed for completeness and may qualify for placement on the agenda of the full Commission, subject to satisfaction of all completeness requirements**.**

2. **Completeness Review.** The HPC Review Committee shall review all submitted applications to determine whether the application contains all required forms, plans, reports, photographs, supporting documentation, and other materials necessary for a complete review.

   If an application is determined to be incomplete, the Review Committee shall notify the applicant and identify any additional information or documentation required to achieve complete application status.

   Applicants are responsible for assembling and submitting a complete application package. Required materials identified during the completeness review shall not be submitted piecemeal or incrementally. Applicants must submit all requested revisions, corrections, and supplemental materials as a complete packet suitable for distribution to HPC members and professional staff.

3. **Final Completeness Deadline. All applications must be deemed fully complete by COB on the Monday immediately preceding the HPC meeting (one week prior to the meeting date)**.

   Incomplete applications will not be placed on the agenda for consideration by the full Commission and will be deferred to a future meeting upon completion of all submission requirements.

4. **Agenda Placement. Applicants are reminded that submission of an application does not automatically qualify the matter for placement on an HPC agenda**. Incomplete applications will not be scheduled for consideration by the full Commission until all required materials have been received and reviewed.

5. **Holidays.** Whenever any submission deadline established by this policy falls on a federal, state, or municipal holiday on which municipal offices are closed for business, the applicable deadline shall automatically be extended to the next regular business day thereafter.