

# CITY OF CAPE MAY HISTORIC PRESERVATION COMMISSION

## Introduction to the HPC and its Application Process

The Historic Preservation Commission (HPC) thanks applicants in advance for their cooperation in the application process outlined below. The HPC and the HPC Secretary will do all they can to facilitate your application to a satisfactory conclusion. We look forward to working with property owners. Your help in the City's preservation efforts is very much appreciated.

**Background.** The HPC of the City of Cape May, NJ is a body originally established in the 1960s by the City and, as most recently organized, operates under authority of the Municipal Land Use Law of the State of New Jersey. Decisions by the HPC are binding and enforceable on applicants and the City's construction officials as provided by law.

The HPC is charged with the task of reviewing applications for construction, repairs, alterations and demolition within the City's Historic District. It also deals with other matters relating to historic aspects of the City. The task of the HPC is to maintain the important heritage of the City's historic built environment and support the continuation of Cape May's extraordinary federal designation of the City as a National Historic Landmark. Landmark designation serves the overall welfare of the City's citizens and visitors as an important source of tourism, grant funds, civic pride and a recognition of Cape May's dedication to preservation.

**Principal Functions; Standards.** Applicants are strongly encouraged to review the City of Cape May Historic Preservation Design Standards prior to submitting their application. A copy of the Standards can be found on the Cape May City website. The standards applied by the HPC are derived from those issued by the US Department of the Interior adopted to suit local conditions and City ordinances.

The HPC reviews external projects only. HPC reviews the materials, their application, the design, use, appearance, scale, massing, size, and appropriateness in the context of setting as seen by the public relative to the immediate surroundings, commonly known as the "streetscape."

The City of Cape May contracts with Architectural Historians to complete historic building surveys, titled *Property Report* which classify structures located throughout the City as "Key Contributing", "Contributing" or "Non-Contributing" to the Historic District within the determined period of significance ending in 1948 for Cape May. Not all properties have been surveyed. The HPC uses the surveys to review applications and applies the design standards for decisions. Changes and materials permitted for structures classified as "Non-Contributing" in many cases will not be approved for "Contributing" historic structures to better protect their classifications.

**Applications.** Applications must be submitted using the prescribed forms and following the instructions. They normally require the submission of fees and supporting documentation as indicated on the application forms. The HPC staff reviews incoming applications and may ask for additional details before a submission is considered complete and ready for action. The HPC acts only after submission of a completed application for a proposed project, so failure to submit complete and correct applications can result in delay or rejection. If an application is found through the Commission's process to meet the applicable standards, it will be approved.

**Types of Approval.** The type of approval sought must be circled on the application. Consultation with the HPC Office before filing can help guide the choice since it is not always self-evident.

**Approval in Review (AIR).** Applications considered to be minor, and routine are reviewed by a subcommittee of HPC members, and then ratified by the full Commission. These are called Approvals in Review or AIRs. These applications considered by way of review without a full hearing will always be considered **Final**. Applicants are normally notified by email or regular mail of the decision. AIRs are valid for two years from the date of approval.

**Full Commission Hearings.** Applications for larger projects or demolition proposals are heard individually by the HPC sitting at formally called meetings normally held monthly throughout the year and become the subject of formal resolutions setting forth the HPC's rationale for its decision and, in the cases of approval, a "Certificate Of Appropriateness" (COA) conferring authority to proceed towards a Building Permit. Normally a COA remains valid for two years from issuance.

Applications submitted as "**Conceptual**" are understood to be seeking HPC advice on one or more aspects of design and/or materials (such as size, dimensions, proportion, scale, decoration, etc.) at a **full commission hearing** and will require re-submission for "Final" approval. This usually involves a second, abbreviated full commission hearing, assuming the application is modified to be responsive to the advice. Applications that will require Zoning Board of Adjustment and/or Planning Board approvals must be considered "Conceptual," not "Final."

Applications seeking "**Final**" approval may only be submitted with complete sets of final construction drawings identical to those submitted for approval by the City Construction Department, together with all other required attachments, exhibits and details. The HPC may grant approval to "Final" applications as submitted, or subject to satisfaction of specified additional conditions. In many cases, satisfaction of added conditions may be demonstrated to the review committee and will not require a further hearing.

**Consultations.** Potential applicants are encouraged to consult with the City's Construction Office to obtain initial advice as to whether their proposed project requires submission to the HPC. However, the ultimate responsibility to submit applications (as well as their accuracy and completeness) rests with applicants themselves. Accordingly, only the HPC can determine if an application needs to be submitted for a particular proposed project, so potential applicants should discuss their proposed project and issues with the HPC Office, regardless of interaction with other City officials. The HPC Office can offer guidance on properly completing and filing an application to avoid delay.

**Follow Up Matters.** Significant penalties and remedies may apply to persons for failure to submit applications when required and to applicants and their agents for misstatements and/or omissions in applications. The Commission follows up on conformity of projects through a Compliance Officer to ensure that projects are constructed in conformance to approved plans. The City may seek enforcement action against non-conforming projects, applicants, agents and other responsible parties.

## Definitions

HPC applications and supporting materials use, and are governed by, the following definitions:

Cut Sheets: Information from catalogs or other similar listings produced by manufacturers visually displaying products and containing details on dimensions, composition and use as referenced the Materials Checklist and provided by exhibit on attachment.

Elevation Certificate: A document, the form of which is prescribed by federal authorities, showing the elevation of a property above sea level compared to a base flood elevation (BFE) and other flood related data that is prepared by an engineer.

Historic Building Survey: A document with pictures, maps and descriptions created by an architectural historian or firm retained by the City on behalf of the HPC and maintained by the HPC that reviews, classifies and rates structures as to historicity. The document includes a detailed description and picture of the subject structure and analysis of its merits, classifying it as “Key Contributing,” “Contributing” or “Non-contributing” according to the standards promulgated by the US Secretary of the Interior.

Property Photos: Pictures of all sides of a subject property to be altered with the location(s) of proposed alterations marked on the appropriate photo(s).

Site Plan: A document similar to a Survey, but showing the existing buildings, structures, etc. plus intended alterations, that is prepared by an architect or an engineer.

Streetscape Photos: Pictures of structures on properties adjacent to the subject property on the same side of the street.

Survey: A document showing property and buildings, and their location within the setbacks and other lines of significance or demarcation on a subject property, that is prepared by a licensed surveyor.



## Historic Preservation Commission

### Application Form Instruction Sheet

*Please complete this sheet and submit it with your application*

Before any exterior work on a structure in the Historic District begins, the HPC must review and approve 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 and issue an Approval in Review. 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 a separate permit and are valid for a period of one year only. If you have any questions about whether an HPC or other permit is required, it is advisable to contact the Construction/Zoning Office at 609-884-9555 or HPC at 609-884-9561.

#### **THE FOLLOWING ARE ATTACHED AND MADE A PART OF THIS APPLICATION:**

- \_\_\_ Signed, Dated and Completed Application Form
- \_\_\_ Completed Materials Checklist
- \_\_\_ Completed Proof of Payment of Taxes Form
- \_\_\_ Photos: Front Property View, Streetscape View, and Project area
- \_\_\_ Historic Survey Report – *Obtain from HPC office if you do not have a copy*
- \_\_\_ Cut Sheets for Products
- \_\_\_ Site Plan and/or Property Survey with project area noted
- \_\_\_ Review Fee: \$75.00

#### ***Additionally, For Full Commission Reviews:***

- \_\_\_ Construction Plans/Drawings
- \_\_\_ Elevation Certificate if applicable
- \_\_\_ Full Commission Review Fee: \$300.00 - *Submit 12 one sided copies of all documents fully assembled*

*Note: All applications for installation of solar panels require a full commission hearing.*

**City of Cape May  
National Historic Landmark**

City Hall • 643 Washington Street • Cape May, New Jersey 08204-2397 • (609) 884-9561 • Fax: (609) 884-3355

[www.capemaycity.com](http://www.capemaycity.com)

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

643 Washington Street, Cape May, NJ 08204  
www.capemaycity.com

Phone 609-884-9561

Fax 609-884-3355

**APPLICANT INFORMATION**

Date: \_\_\_\_\_ Historic Designation: \_\_\_ Key Contributing \_\_\_ Contributing \_\_\_ Non-Contributing \_\_\_ Not Rated

Work Site: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Legal Property Owner: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**HEARING DATE CONTACT OR CONTRACTOR CONTACT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT(S)**

Projects requiring the approval of HPC 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"/> Solar Panels
<input type="checkbox"/> Fences	<input type="checkbox"/> Sidewalks/Curbing	<input type="checkbox"/> Driveways
<input type="checkbox"/> Roofing - <i>See Roofing Page</i>	<input type="checkbox"/> Awnings/Canopies	<input type="checkbox"/> Exterior Lighting
<input type="checkbox"/> Siding	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> HVAC Equipment
<input type="checkbox"/> Deck	<input type="checkbox"/> Exterior Doors	<input type="checkbox"/> Signs/Sign Structures
<input type="checkbox"/> Sheds/Accessory Structures	<input type="checkbox"/> Chimneys	<input type="checkbox"/> Masonry Repairs
<input type="checkbox"/> Patios	<input type="checkbox"/> Generator	<input type="checkbox"/> Other

Approval Sought: **CONCEPTUAL** or **FINAL** *(select one)*

**PROPOSED WORK PROGRAM - DESCRIBE IN DETAIL**

**CERTIFICATION**

*I hereby certify that the above statements made and contained in this application including any attachments are true and correct.* If any information relied upon for approval by the Commission is subsequently determined to be in error, either inadvertently or intentionally, the approval shall be deemed stayed pending a further hearing and disposition by the Commission.

Applicant/Representative Name PRINT \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

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

**FOR HPC USE ONLY**

APPROVED

NOTES: \_\_\_\_\_

DENIED

\_\_\_\_\_

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

Phone 609-884-9561      643 Washington Street, Cape May, NJ 08204  
[www.capemaycity.com](http://www.capemaycity.com)

Fax: 609-884-3355

**MATERIALS CHECKLIST**

**APPLICANT NAME:** \_\_\_\_\_

**WORKSITE ADDRESS:** \_\_\_\_\_ **Block** \_\_\_\_\_ **Lot** \_\_\_\_\_

**CHECK OFF ALL ITEMS LISTED BELOW THAT WILL BE USED IN THE PROPOSED PROJECT AND BRIEFLY DESCRIBE THE MATERIALS. INDICATE WHERE MATERIALS ARE TO BE REPLACE IN KIND. A BOX THAT IS NOT CHECKED INDICATES NO WORK WILL BE PERFORMED IN THE NOTED AREA.**

**WHERE SPECIFIC MANUFACTURED PRODUCTS WILL BE USED, FURNISH ATTACHMENTS, CUT SHEETS, PHOTOS OR SIMILAR EXAMPLES SHOWING THE TYPE, ETC. OF MATERIALS TO BE USED.**

- 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) \_\_\_\_\_
- LANDSCAPING** \_\_\_\_\_
- OTHER** \_\_\_\_\_

\_\_\_\_\_

## PROOF OF PAYMENT OF TAXES

Pursuant to subsection 59-32 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 Legal Name \_\_\_\_\_

Owner's Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject Property Information:

Block \_\_\_\_\_ Lot \_\_\_\_\_ Qual \_\_\_\_\_

Street Address \_\_\_\_\_

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DO NOT WRITE BELOW THIS LINE: **FOR TAX COLLECTOR ONLY**

All Taxes are current and there are no assessments for local improvements due of 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.**

**FOR APPLICATIONS COVERING  
KEY CONTRIBUTING AND CONTRIBUTING STRUCTURES INVOLVING  
ROOFING AND/OR SIDING ONLY**

\_\_\_ **CHECK IF APPLICABLE and complete the below information:**

**The applicant has made, or caused to be made, a reasonable inspection of roofing and/or siding on all structures covered by this application as concerns the existence of original construction materials. Note:** *A reasonable inspection shall consist of at least two samplings of the coverings to be replaced taken at diverse parts of the structure in question (at least one of which shall be in the area covered by the front façade in the Property Photos area) and shall note all coverings detected from the frame of the structure outward to the current outside finish.*

The applicant represents to the Commission that no original finished roofing or siding materials were found, except as noted below:

1. **Main Structure** description: \_\_\_\_\_

Original roofing materials noted: \_\_\_\_\_

Original siding materials noted: \_\_\_\_\_

2. **Other Structure** description (as applicable): \_\_\_\_\_

Original roofing materials noted: \_\_\_\_\_

Original siding materials noted: \_\_\_\_\_

*I (We) hereby certify that all statements made and contained in this application, including attachments and exhibits, are true, complete and correct in all material respects.*

**Signatures of Applicant/Representative**

*Sign above line and print name below*

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name: