



## HPC APPLICATION

*Notes to Applicants/Representatives when applying:*

- 1) Remember to SIGN your application.
- 2) For plans/drawings/surveys, HPC prefers no greater than 11 x 17 inches.
- 3) Provide ALL applicable photos including:
  - ▶ Streetscape
  - ▶ Property
  - ▶ Product
- 4) Provide Catalog Cut Sheets and Material References with your application (more information is better!)
- 5) Failure to provide an updated **PROOF OF PAYMENT OF TAXES** showing taxes are current will result in an ***UNPROCESSED APPLICATION***. It is the responsibility of applicants/representatives to have this form completed by the Tax Collector. An HPC review will not take place without such proof.
- 6) Please remember to enclose the proper payment with check payable to the City of Cape May.

**NOTE: ALL APPLICATIONS THAT INCLUDE THE INSTALLATION OF SOLAR PANELS WILL REQUIRE A FULL COMMISSION HEARING.**

REVIEW FEE: **\$75.00**  
FULL COMMISSION REVIEW FEE: **\$300.00**

*Please note that the fee amounts have changed per City Ordinance 389-2020.*

**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:	
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. 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 in detail. 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 proposed. Submit product literature, such as catalog cut sheets/pictures. Submit a photograph of the property, specifically the location where the work is to be done. Streetscape photographs are required on all applications. If deemed full commission review, please submit 12 fully assembled copies of application, materials check list, proof of payment of taxes, property photo(s), streetscape photos, catalog cut sheets, materials references, and HPC Survey (obtained in the HPC Office). Please, no product samples.

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

---



---



---



---



---

**CERTIFICATION**

I hereby certify that the above statements made and contained in this application including any attachments are true and correct.	HPC USE ONLY:		
	Applicant's Signature _____	Date _____	Approved _____ Denied _____ Date _____

**CITY OF CAPE MAY**  
**HISTORIC PRESERVATION COMMISSION MATERIALS CHECK LIST**

643 Washington Street  
Cape May, NJ 08204

Phone: 609-884-9561  
Fax: 609-884-3355

**APPLICANT MUST CHECK OFF ALL ITEMS LISTED BELOW THAT RELATE TO THE PROPOSED 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 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 Name \_\_\_\_\_

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

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

Subject Property Information:

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

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

---

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.**