

APPLICANTS/ATTORNEYS

WHEN SUBMITTING AN APPLICATION:

WHEN SUBMITTING YOUR APPLICATION TO THE OFFICE OF HISTORIC PRESERVATION, PLEASE INCLUDE A LETTER/MEMORANDUM STATING THE PURPOSE FOR WHICH THE ATTACHED CHECKS ARE BEING SUBMITTED. ALSO INDICATE THE AMOUNT OF EACH CHECK BEING SUBMITTED.

THANK YOU VERY MUCH

PRINCETON
New Jersey
INSTRUCTIONS FOR HISTORIC PRESERVATION PLAN REVIEW

General: The former Princeton Borough and Township have adopted ordinances concerning Historic Preservation Plan review for designated Historic Sites, Historic Zoning Districts and Historic Buffer Zoning Districts. These instructions and the accompanying application form are designed to assist applicants in the preparation, submission and procedural requirements of the ordinances. Copies of the ordinances are available at [www. princetonnj.gov](http://www.princetonnj.gov).

FILING INFORMATION:

CLASSIFICATION:

Number of copies for initial review.....two (3 to 6 copies for site plan review)
Administrative Review and Administrative Waiver from Site Plan.....six copies
Number of copies of plans and applications for Commission review.....twelve
Administrative Review.....three
Place to file applicationHistoric Preservation Office

(Application is NOT deemed filed until approved by the Administrative Officer as to form and completeness)

If the application is for classification, and the Historic Preservation Commission classifies the proposed development as a major development, the applicant shall file a new application with the Planning Board Office. An application for Site Plan Review shall be filed in accordance with the rules and procedures of the Planning Board.

Filing Fees: Checks should be made payable to Princeton.

One check for the application fee; one check for the Escrow fee, and one check for all applicable fees .

<u>Type of Structure</u>	<u>Preservation Plan Application Fee</u>	<u>Escrow</u>	<u>Other Applicable Fees</u>
Residential Structure (no Variance)	\$75	No Escrow Fees Applicable	None
Residential Structure – variance, use, Conditional Use etc.	\$75	All Applicable	All applicable fees
Commercial Structure	\$75	All Applicable	All applicable fees

All applicable fees must accompany the application.

PROCEDURES:

Applications for preservation plan approval which is not part of an application for development (i.e., it does not require Planning Board action) shall be deemed complete or incomplete by the administrative officer or her or his designee that the preservation plan conforms to the requirements of the Historic Preservation Ordinance, as the case may be, and will not have a significant impact; the application with the concurrence by the chairman of Historic Preservation Commission may approve such application.

PRINCETON
New Jersey

APPLICATION FOR HISTORIC PRESERVATION PLAN REVIEW

Case No. _____ Filed _____ **Fee:** _____

(Check payable to Princeton)

Meeting Date _____

NOTE: (This application must be typewritten or legibly printed)

OWNER Name _____
Address _____
Telephone Number _____

LOCATION Street Address _____
Block _____ Lot(s) _____ Zone District _____

APPLICANT Name _____
Address _____
Telephone Number _____
E-mail _____

REPRESENTATION Name of Law Firm _____
(other than Name of Attorney _____
applicant) Address _____
Telephone Number _____

AGENT Name of Agent _____
(other than Address _____
applicant) Telephone Number _____

In accordance with the Princeton Land Use Ordinance any action which:

- (a) affects property located within a Historic Preservation District;
- (b) would require Site Plan Approval pursuant to Section _____, but may be exempt from such approval in accordance with Section _____, shall not be undertaken unless in accordance with a final approved preservation plan.

1. Please check the applicable box below to indicate the type of development proposed:

- Development-Historic Preservation District
- Development-Historic Preservation Buffer District
- Classification Application for Development

HISTORIC PRESERVATION PLAN REVIEW REQUEST FOR:

- New structure (structure-to be erected, relocated, enlarged, externally altered, or reconstructed)
- Structure-use to be changed
- Addition
- Alteration
- Land-to be cleared or altered.
- Roofing
- Fence
- Sign(s)
- Awning
- Demolition. If checked, a separate demolition plan must be submitted and procedures for demolition under the ordinance followed
- Watercourse to be diverted or its channel or flood plain dredged or filled
- Open parking area-to be constructed, installed or enlarged.
- Other (i.e., landscaping, gates, arbor, etc.)

2. Describe generally the nature and extent of the proposed site development covered by this application: _____

3. Describe the proposed site development with respect to each of the following, to the extent information is known (*If more space is needed, attach sheet*):

- a) Ecological Considerations

- b) Landscape

- c) Relation of proposed structure to environment

- d) Scenic, historical, archaeological and landmark sites
- e) Surface Water Drainage
- f) Driveway connections to public streets
- g) Traffic Effects
- h) Pedestrian and bicycle safety
- i) On-Site Parking and Circulation
- j) Utility Services
- k) Disposal of Wastes
- l) Noise
- m) Advertising features
- n) Special Features
- o) Waterway corridors

4. SUPPLEMENTAL APPLICATIONS:

Subdivision: Required _____ Attached _____ Not Required _____

Site Plan Review: Required _____ Attached _____ Not Required _____

Mayor and Council Approval: Required _____ Attached _____ Not Required _____

Zoning Board of Adjustment: Required _____ Attached _____ Not Required _____

5. List plans and drawings submitted herewith, and describe them by name, date and most recent revision date, if any: **(Plans must be full size plans, no reductions.)**

6. Every application for Preservation Plan Approval must be accompanied by such documents determined to be minimally sufficient to permit disposition of the application by the administrative officer or the Committee including but not limited to a brief written description accompanied by photographs and the following product specifications and/or samples where applicable:

1. roofing materials samples and specifications of materials
2. light fixture catalogue cuts
3. scaled drawings of facade improvements
4. building floor plan, elevations and details of proposed structure
5. plot plan of property showing location of all existing and proposed structures, with relationship to surrounding building on adjoining properties; zoning setbacks; driveway(s)' existing/proposed service utilities
6. signage details, style of letters, color
7. size of letters, illumination or non-illumination
8. signage materials, samples
8. landscape plan with planting detail(s)
9. paving materials, samples
10. door and window replacement details
11. paint/color samples
12. surrounding property
13. other information which may aid the evaluation of the proposal

7. In addition to the above referenced submission documents, any application concerning a new structure, addition and/or façade alteration must provide a written statement in response to each of the following questions:

(a) How will the development be visually compatible with existing structures and streetscapes within the Historic Preservation District?

(b) Judged by the following standards, how will the development be visually compatible with the structure and streetscape to which it is visually related?

- (i) The height of the proposed structure shall be visually compatible with structures within the district.

- (ii) The relationship of the width of the structure to the height of the front elevation shall be visually compatible with structures within the district to which it is visually related.

- (iii) The relationship of the width of windows to the height of windows in a structure shall be visually compatible with the structures within the district to which it is visually related.

- (iv) The relationship of solids to voids in the front façade of a structure shall be visually compatible with the structures within the district to which it is visually related.

- (v) The relationship of the structure to the open space between it and adjoining structures shall be visually compatible with the structures and places within the district to which it is visually related.

- (vi) The relationship of entrance and porch projections shall be visually compatible with the structures and places within the district to which it is visually related.

- (vii) The relationship of materials, texture and color of the façade and roof of a structure shall be visually compatible with the predominant materials used in the structures within the district to which it is visually related, and such materials, texture, and color shall act as a backdrop to and shall not intrude visually upon the structures and places within the district to which the structure is related.

- (viii) The roof shape of a structure shall be visually compatible with structures within the district to which it is visually related.

- (ix) Appurtenances such as walls and open-type fencing shall be visually compatible with the structures and/or historic walls and fencing within the district to which they are visually related.

- (x) The size of the structure, the mass of a structure in relation to open spaces, and the windows, door openings, porches and balconies shall be visually compatible with the structures and places to which they are visually related.

- (xi) A structure shall be visually compatible with structures and places within the district to which it is visually related in its directional character, whether this be vertical character, horizontal character or non- directional character.

- (xii) The pattern and variety of plantings shall be visually compatible with the historic landscape and streetscape within the district to which they are visually related.

- (xiii) Parking areas shall be screened from the view from the public right-of-way and from the structures within the district.

- (xiv) To the extent possible, views from structures or places within the district shall not be blocked or impeded.

8. Signs

- (i) Signs shall conform to the Princeton Land Use Ordinance

9. Final Historic Preservation approval is conditional upon receipt of a photograph(s) of the completed development/improvement.

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY)

) ss.

COUNTY OF MERCER)

_____, of full age, being duly sworn according to law, on oath deposes and says that the deponent resides at: _____ in the _____ of _____, County of _____, and State of _____, that _____ is the owner in fee of all that certain lot, piece or parcel of land situated, lying, and being in Princeton, New Jersey, and known and designated as Lot(s) _____, Block _____.

Owner also assures Zoning Officers, other pertinent Princeton officers, and members of the Historic Preservation Commission the right to inspect the property under consideration, at reasonable times.

SWORN AND SCRIBED

BEFORE ME THIS _____ DAY OF _____, 20_____

(Owner's Signature)

(Co-owner's Signature)

Notary Public, State of New Jersey

POWER OF ATTORNEY

(If anyone other than above owner is making this application, the following power of attorney must be executed)

TO THE HISTORIC PRESERVATION COMMISSION

_____ is hereby authorized to make the within application.

DATED: _____, 20__.

(Owner to sign here)

**PRINCETON, NEW JERSEY
DEPARTMENT OF COMMUNITY DEVELOPMENT
OFFICE OF HISTORIC PRESERVATION**

INFORMATION ON FILING A HISTORIC PRESERVATION PLAN APPLICATION

The application must be accompanied by the required fees.

Please submit SEPARATE checks for fees and escrow, made payable to PRINCETON.

In order to ensure expeditious processing of an application, the applicant should be careful to comply fully and promptly with all requirements. The application shall not be deemed complete until the filing or COMPLETE notice together with requisite fees.

If the application is the subject of a preservation plan only, the Historic Preservation Officer has 15 calendar days to review the application for completeness. If the application is part of a development application, the administrative officer has a 45 calendar-day review period.

Applications shall be assigned for hearing in the order in which they appear on the calendar (Agenda), except that any application may be advanced for hearing by order of the Commission for appropriate reasons.

Applications must be on file and available for public inspection at least ten (10) days before the date of the hearing.

Submission of a complete and timely application DOES NOT GUARANTEE being placed on the agenda for the next meeting.

The applicant must file a zoning permit application with the preservation plan application. This is to insure that there are no variances in the proposed plan, and that the appropriate application is submitted.

If the submitted survey plan is prepared by other than a licensed surveyor, the applicant must furnish the Commission with an affidavit stating that all the information shown thereon is correct. **IT IS THE APPLICANT'S RESPONSIBILITY TO PRE-PACKAGE THE APPLICATION FOR SUBMISSION.**

All preservation plans must be submitted with the minimum scale of one inch equals fifty feet and while application forms may be bound, all plans must not be. Architectural plans must be at the minimum a scale of 1/8".

ADMINISTRATIVE REVIEW

Upon the application being deemed complete, and, if it is determined by the administrative officer or her designee that the preservation plan conforms to the requirements of this Historic Preservation Ordinance, as the case may be, and will not have a significant impact, the administrative officer with the concurrence by the chairman of the Historic Preservation Commission may approve the application.

Each complete application shall be numbered serially and be placed upon the calendar of the Historic Preservation Commission by the Secretary for a public hearing. The Secretary of the Commission will notify the applicant of the hearing date and supply suggested forms and/or instructions for notice to interested parties.

APPLICATIONS WHICH ARE THE SUBJECT OF A DEVELOPMENT APPLICATION (SITE PLAN OR SUBDIVISION)

An application which is the subject of a site plan or subdivision and whose site is located within a historic preservation overlay zone or a historic preservation buffer zone must file in addition to the site plan and subdivision application, an application for Historic Preservation Review. These applications will be subject to the forty-five day completeness review period.

THE PUBLIC HEARING

At the hearing, an individual may appear for her or himself or be represented by an attorney at law of the State of New Jersey (it is always recommended that applicants seek legal advice in the preparation of the application).

Regular meetings of the Commission are generally held on the second Monday of each month at 4 PM in the Princeton Municipal Complex, 400 Witherspoon Street. Please check with the Secretary of the Commission for the scheduled dates.

Filed applications which have been postponed for hearing by the applicant in excess of two (2) months, shall resubmit new sets of application and related documents.

THE OFFICE OF HISTORIC PRESERVATION WILL FURNISH FORMS UPON REQUEST AND IS PREPARED TO GIVE GENERAL ADVICE CONCERNING A SUBMISSION. NEGLIGENCE OR FAILURE TO COMPLY WITH THESE INSTRUCTIONS SHALL BE DEEMED SIGNIFICANT CAUSE FOR THE COMMISSION TO REFUSE TO HEAR AN APPLICATION.

The Historic Preservation Commission shall conduct a hearing on all preservation plans not approved administratively within 45 days of the Administrative Officer's referral of the application to the Commission.

At least 10 days before the date set for hearing, the Secretary of the Commission will give the applicant written notice of the hearing date.

Applicants proposing demolition of a structure must adhere to the ordinances' requirements regarding demolition.