

THE TOWNSHIP OF MILLBURN
Historic Preservation Commission
 Application Checklist (for Commission Secretary)
 (Twelve copies of all documents required)

Calendar no. _____ Meeting date _____

Address of proposed work _____

Block _____ Lot _____ Historic district _____

Designated site [] Non-designated site []

Name of applicant _____

Address _____

Home phone and fax numbers _____

Email address:

APPLICATION: Date submitted _____ No. of copies _____

Consent of Owner submitted? Yes Not applicable
 Site plan included? Yes No

HPC APPLICATION FEE: Paid \$ _____ Date paid _____

OFFICIAL MILLBURN TOWNSHIP TAX MAP SHEET: Include properties within 200 feet and list of owners of properties within 200 feet as a 1" = 100' scale. Yes No

PLANS: Date submitted: _____
 No. of copies: _____
 No. of pages: _____
 Are all copies and pages dated, embossed and signed? Yes No

The attached application is deemed complete and is now scheduled to be heard at the meeting date above, but may be subject to further submissions required by the commission chairman after further review.

Date: _____ By: _____
 (Commission Secretary)

For Commission Use Only:

Newspaper advertisement submitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date of publication _____
Proof of service submitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date of mailings _____
Receipts for certified mail submitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Two sets of photographs of site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Streetscape?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Date: _____ By: _____
 (Commission Secretary)

Instructions For Applicants Appearing Before The Historic Preservation Commission

When appearing for a regulatory hearing before the HPC, it is your responsibility to present full and complete information to the commission. You must also present proof of timely notification of interested parties and of having placed a timely ad in the paper. Failure to follow the requirements of Section 8 of the Zoning Ordinance (Historic Preservation section) will result in postponement of your hearing before the HPC until all legal requirements are met. To aid you in your appearance, we are providing the following information:

Initial Submission for Departmental Review Purposes:

- 1) Complete and file 1 copy of the necessary portions of the application that you received from the building department, accompanied by application fee payable to the Township of Millburn.
- 2) Present 1 set of drawings that clearly indicate:
 - a) a plot map of the site and location of the present main building, any present or planned air conditioning units driveway, pools and other structures, including walls, fences and pathways
 - b) the front facade of the building, clearly indicating how any new construction will alter or affect the present facade, and all other facades affected by the new construction, including location of any new or relocated downspouts or other exterior component which may alter the appearance of the building
 - c) floor plans for all floors of the building affected by the new construction, showing present layout and how it is changed by the new construction, including all demolition - interior and exterior, and all interior demolition and/or construction that will or may affect the exterior including the roof
- 3) Present a list of all demolition referenced to (a) facades and/or floors, as well as (b) renderings to which the demolition applies

Meeting date will be scheduled only after all Departmental Review comments have been addressed by the Applicant and the application package has been deemed complete.

At least 17 days prior to scheduled meeting date:

- 1) Submit written request to the Township for certified list of property owners within 200 feet of the property boundaries of the site, accompanied by fee of \$10.00 payable to the Township of Millburn.
- 2) Submit Public Notice ad to the local newspaper for publication at least 10 days prior to scheduled meeting date.

At least 10 days prior to scheduled meeting date:

- 1) Complete and file 12 copies of the reviewed submission, incorporating all necessary revisions based on comments received from the Departmental Review of Initial Submission.
- 2) Mail via certified mail-return receipt requested or hand deliver notice to all property owners appearing on the property owners list. Mailed items must be postmarked at least 10 days prior to meeting date.

Deliver to the Building Department no later than 3:00pm on the date of the scheduled meeting:

- 1) Signed and Notarized Affidavit of Proof of Service with postmarked certified mail receipts and return receipts attached (see Instructions PN INST 050197)
- 2) Certification from the newspaper that the advertisement appeared at least 10 days before the meeting in the Item or the Star Ledger (see Instructions PN INST 050197)

At the meeting:

- 1) Have two sets of pictures available, showing the front facade of the building, all other elevations that will be affected, and any details, such as windows or fenestrations, that will be affected by the construction
- 2) Make a verbal presentation explaining in detail the planned alteration or addition

In specific instances, the commission may require additional information from the applicant (such as an engineering report) before rendering a decision. Following this set of instructions will speed your hearing and eliminate the need to return because of an inaccurate filing.

HISTORIC PRESERVATION COMMISSION APPLICATION

Date: _____

Applicant's name: _____

Applicant's address: _____

Phone: (Day) _____ (Evening) _____

Property address: _____

Block: _____ Lot(s): _____ **IS THIS A DESIGNATED SITE?** _____

Name(s) and address of owner(s), if applicant is not sole owner: _____

Interest of applicant, if other than owner: _____

Architect's name, if applicable: _____

Architect's address: _____

Architect's phone: _____

(NOTE: If architect has not appeared before commission before, it is suggested that his/her resume be submitted with this application)

I hereby depose and say that all of the above statements and the statements contained in the papers submitted in connection with this application, all of which are made a part of this application, are true.

(Applicant)

For Commission Use Only

Date filed	Fee
45th day _____ 20	Hearing _____ 20
Disposition _____ 20	
Informal review (if any) _____ 20	_____ 20

Complete this page **FOR ALL APPLICATIONS** (EXCEPT FOR NEW CONSTRUCTION THAT DOES NOT INVOLVE DEMOLITION OF ANY EXISTING STRUCTURE). Attach additional sheets if necessary.

Date of original construction, if known, or approximate age of **PRINCIPAL STRUCTURE**: _____

Architectural style: _____

Present exterior sheathing: _____

Original exterior material, if different: _____

Present trim material: _____

Approximate height in feet: _____ Number of stories: _____

Previous alterations, if known: _____

Roof style (gable, gambrel, hip, mansard, etc.): _____

Roof material: _____

Windows: Double-hung Casement Awning
 Other (please describe) _____
 Number of panes (6-over-6, 4-over-1, etc.) _____

Door style(s): _____

Door material(s): _____

Are there any **ACCESSORY STRUCTURES** on the property? * No * Yes (Please itemize and state their purpose, e.g., garage, barn, storage shed, etc.) _____

Will the proposed work affect any accessory structure? * No * Yes (Please explain) _____

Date of original construction of structure: _____ Architectural style: _____

Present exterior sheathing: _____ Original sheathing, if different: _____

Approx height in feet: _____ Storeys: _____ Approx square footage: _____

Roof style: _____ Roof material: _____

Existing windows: Double-hung Casement Awning
 Other (please describe) _____
 Number of panes (6-over-6, 4-over-1, etc.) _____

Door style: _____ Door material: _____

Previous alterations, if known: _____

Complete this page **FOR ANY ADDITIONS OR ALTERATIONS TO AN EXISTING STRUCTURE**

Describe alteration/addition in general terms: _____

Is demolition of any part of the structure anticipated? No Yes (Please explain where)

Proposed height of addition: _____ Square footage: _____ Storeys: _____

For alterations to an existing structure, check all that apply:

- New windows (*please attach photo of proposed window*):
 - Same location
 - New location
 - Replacing with identical windows
 - Replacing with similar or equivalent windows
 - Replacing with different windows
- New exterior sheathing:
 - Replacing with identical material
 - Replacing with similar or equivalent material
 - Replacing with different material
 - Material to be used: _____
- New roof:
 - Replacing with identical material
 - Replacing with similar or equivalent material
 - Replacing with different material
 - Material to be used: _____
- New door(s) (*please attach photo of proposed door*):
 - Same location
 - New location
 - Replacing with identical door
 - Replacing with similar or equivalent door
 - Replacing with different door
- New porch (*please describe*): _____

Complete this part FOR CONSTRUCTION OF AN ENTIRELY NEW STRUCTURE

Lot size: _____

Check all that apply:

Principal structure (1)

Is this a replacement building? No (complete #I below) Yes (complete I & II)

Accessory structure (2)

Is this a replacement building? No (complete #I below) Yes (complete I & II)

Both

I. Proposed structure:

Height (feet): (1) _____ (2) _____ Storeys: (1) _____ (2) _____ Square feet: (1) _____ (2) _____

Architectural style: (1) _____ (2) _____

Exterior sheathing: (1) _____ (2) _____

Trim material: (1) _____ (2) _____

Building coverage of lot: (1) _____ (2) _____

Intended use (if not principal structure): _____

II. Replaced structure (if known):

Height (feet): (1) _____ (2) _____ Storeys: (1) _____ (2) _____ Square feet: (1) _____ (2) _____

Architectural style: (1) _____ (2) _____

Exterior sheathing: (1) _____ (2) _____

Trim material: (1) _____ (2) _____

Building coverage of lot: (1) _____ (2) _____

Approx date of demolition of replaced structure): (1) _____ (2) _____

Complete this part FOR TOTAL DEMOLITION OF A STRUCTURE OR RELOCATION OF A STRUCTURE

Check: Principal structure Designated historic site accessory structure

Has any portion of the property been sold? No Yes (please describe portion sold): _____

If structure was purchased within the last ten years, indicate reason for purchase: _____

Condition of structure: _____

Current use of structure: _____

Date of last occupancy: _____

If accessory structure, original use (if known): _____

Reason for demolition or relocation: _____

If principal structure is not habitable, what is the estimated cost of restoring habitability (please attach engineering report and construction estimates): _____

Will structure be replaced? No Yes (when will application be filed for an historic district construction permit): _____

Will structure be relocated: No Yes (please answer questions below)

To another site (where?): _____

To another location on site (where?): _____

Name and address of house movers: _____

To be completed IF APPLICANT IS NOT THE OWNER OR IF OWNERSHIP IS BY A CORPORATION

AFFIDAVIT OF OWNERSHIP BY CORPORATION

I, _____, of full age, being duly sworn according to law, on my oath depose and say that I reside at _____ in the city of _____, county of _____, state of _____, and that I am the _____ of _____, a corporation of the state of _____, and that the corporation is the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the Township of Millburn, county of Essex, state of New Jersey, and known as _____ and designated as Block _____, Lot(s) _____, and that _____ has been duly authorized by the corporation to make the annexed application on the corporation's behalf and that the statements of fact contained in said application, including all exhibits and other documents submitted in connection therewith, are true.

Officer of Corporate Applicant

Sworn to before me this _____ day of _____ 20_____.

STATEMENT OF OWNER IF APPLICANT IS NOT THE OWNER

I, _____, the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the Township of Millburn, county of Essex, state of New Jersey and known as _____ and designated as Block _____, Lot(s) _____, hereby acknowledge that the application of _____ for a permit from the Historic Preservation Commission regarding said property is made with my complete understanding and permission in accordance with an agreement of purchase, lease or option between me and the applicant herein stated.

Name of owner (please print) _____

Signature of owner _____

Dated _____

TOWNSHIP OF MILLBURN
HISTORIC PRESERVATION COMMISSION

INSTRUCTIONS FOR NOTIFYING AFFECTED PROPERTY OWNERS

When application is made to the Historic Preservation Commission for a:

- Historic District Construction Permit
- Historic Site or Historic District Demolition Permit
- Historic Site or Historic District Relocation Permit

the applicant must comply with New Jersey State Law 40:55D-12 (c), which requires:

- 1) notice to each property owner within 200 feet of the property for which the regulatory actions are being requested, and
- 2) placing an ad in a local official newspaper that appears at least 10 days before the scheduled meeting date

The procedures for the applicant to follow are:

- 1) Secure a list of property owners from the office of the township engineer
 - a) Use Form A (attached) to make the request
 - b) Enclose a check for \$10.00 or make payment by cash in person at the office of the construction official
 - c) Receive the list within seven days, in person
- 2) Place ad with The Item (Form D attached)
 - a) For Thursday meeting dates, the ad *must* be in the hands of The Item 17 days before the scheduled meeting date. It can be phoned to 973-921-6451, faxed to 973-921-6458 or mailed to The Item, Attn: Montclair Times Classified, 114 Valley Road, Montclair, NJ 07042. An ad can be placed with the Star Ledger with less lead time (13 days) in the general advertisements listing. It is much more expensive.
 - b) Deliver certification from the newspaper that the ad was placed, or a copy of the page on which the ad appears, to town hall no later than 3:00pm on the date of the scheduled meeting, to the attention of the secretary of the Historic Preservation Commission.
- 3) Mail or hand deliver notice to all property owners appearing on the property owners list.
 - a) Use a separate copy of Form B (attached) for each property owner on the list.
 - b) Be sure to indicate, with "X" in the appropriate spaces, the type permits for which you seek commission approval
 - c) Letter must be mailed or hand delivered no later than 10 days before the meeting.
 - d) Mail by certified mail, return receipt requested
 - e) Hand delivery requires preparation of a sheet for signing by the individual property owners, showing their names, addresses, lot and block. Each property owner must acknowledge receipt of the notice by signing the list.
- 4) Complete, sign and file the affidavit (Form C attached)
 - a) Attach copy of certified list of affected property owners
 - b) For mail delivery, attach certified mail receipts and return receipts
 - c) For hand delivery, attach list with signatures of all property owners
 - d) Deliver to town hall no later than 3:00pm on the date of the scheduled meeting, to the attention of the secretary of the Historic Preservation Commission.
 - e) Have the affidavit receipted, in the Building Department, as to date and time received.

Date: _____

HISTORIC PRESERVATION
Office of the Construction Official
Town Hall
375 Millburn Avenue
Millburn, NJ 07041

Gentlemen:

In accordance with N.J.S.A.40-55D-12(c), written request is hereby made for a certified list of property owners from the current tax duplicates of names and addresses of owners of property within 200 feet of block _____ Lot(s) _____ also known as address _____

whom I am required to give notice under C.40:55-12(b) and Township Ordinance.

Enclosed please find a sum not to exceed \$.25 per name, or \$10.00, whichever is greater, to cover the cost of the certified list.

Sincerely,

By: _____

Address: _____

Interest: _____

Date Received: _____

Amount Paid: _____

By: _____

**TOWNSHIP OF MILLBURN
HISTORIC PRESERVATION COMMISSION**

PLEASE TAKE NOTICE;

That an application has been made by _____ for a:

- _____ Historic District Construction Permit
- _____ Historic District or Historic Site Demolition Permit
- _____ Historic District or Historic Site Relocation Permit

from the Historic Preservation Commission of the Township of Millburn for property located at _____ also identified as Block _____ Lot _____ Millburn Township, in order to (briefly describe new construction work):

This hearing is now on the calendar and a public hearing has been ordered for _____, 20____ at 7:30 p.m. in Town Hall, 375 Millburn Avenue, Millburn, New Jersey. When the calendar is called, you may appear either in person or by agent or attorney and present any objections which you may have to the granting of this application.

All documents relating to this application are on file and may be inspected by the public daily between the hours of 8:30 a.m. - 4:30 p.m., Monday through Friday in the **Building Department** in Town Hall, 375 Millburn Avenue, Millburn, New Jersey.

This notice is being sent or hand delivered to you by the applicant, by order of the Historic Preservation Commission of the Township of Millburn, New Jersey.

Respectfully,

(Applicant)

PROOF OF SERVICE

STATE OF)
COUNTY OF) ss.

I, _____ of full age, being duly sworn according to law,
(Name of signer of proof)
depose and say that I reside at _____
(Street and post office address)

in the Township of Millburn in the County of Essex and State of New Jersey and I am the applicant for a permit from the Historic Preservation Commission of the Township of Millburn, which relates to premises located at _____ designated as Lot _____ Block _____ and that I gave due notice of this application (a true copy of which is attached to this affidavit) to each and all of the owners of property affected by this application, by personal service or registered mail return receipt by serving or mailing said notices at least ten days prior to the hearing date set forth in said notice and as provided by N.J.S.A. 50:55-12 and the rules of the Historic Preservation Commission.

Applicant

Sworn to and subscribed before me

this _____ day of _____, 20____

Notary Public

(FOR OFFICE USE ONLY)

Date of hearing: _____ Date by which Proof must be mailed: _____

Date Proof was filed: _____

Documents attached:

- _____ Certified list of property owners
- _____ Where personal service was made, the list with signatures and addresses of affected property owners signifying their receipt of notice
- _____ Where registered mail was used, the postal receipts and return receipts for all affected property owners listed

(Date)

To the Millburn-Short Hills Item
c/o Montclair Times Classified
Montclair, New Jersey 07042

Please place the following ad in the Item issue of _____:
(Date)

PUBLIC NOTICE

“Take notice that _____ has (have) applied for:
(Name of applicant)

(Please check the proper permits from the following)
_____ Historic Site or District Demolition Permit
_____ Historic District Construction Permit
_____ Historic Site or District Relocation Permit

from the Historic Preservation Commission of the Township of Millburn for property located at _____, appearing on the official maps as Lot _____ Block _____ Millburn Township, with hearing scheduled at the meeting on _____ slated to begin at 7:30 p.m. in the Town Hall, 375 Millburn Avenue, Millburn, New Jersey. The requested regulatory opinions are for:

Exterior demolition work and (briefly describe new construction work to be done)

The papers relating to this application are on file in the office of the Secretary of the Historic Preservation Commission in Town Hall and may be inspected between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.

(Printed name of applicant/s)

(Signature of applicant/s)

Kindly send your invoice to:
(Name and address of applicant or applicant's agent)



THE TOWNSHIP OF MILLBURN

375 MILLBURN AVENUE
MILLBURN, NEW JERSEY 07041

(973) 564-7055
FAX: (973) 379-3927

HISTORIC PRESERVATION COMMISSION

I/We as the owners of _____ (address of property) hereby grant permission to members of the Millburn Historic Preservation Commission to walk upon and inspect the property and the exterior of the buildings on the property.

Homeowners Name _____

Address _____

Phone _____