



## THE TOWNSHIP OF MILLBURN

375 MILLBURN AVENUE  
MILLBURN, NEW JERSEY 07041

# CERTIFICATE OF APPROPRIATENESS APPLICATION

*Shaded Area to be completed by Township Staff:*

Date received \_\_\_\_\_

Application No. \_\_\_\_\_

### APPLICANT INFORMATION:

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

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

Phone Number: \_\_\_\_\_

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

Applicant's Capacity: *(circle one)* Owner(s), Lessee, Architect, Property under Contract, Other *(identify)*

### OWNER INFORMATION *(if different than above):*

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

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

Phone Number: \_\_\_\_\_

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

### PROPERTY ADDRESS:

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

Block: \_\_\_\_\_

Lot: \_\_\_\_\_

Historic District: \_\_\_\_\_

### DETAILED DESCRIPTION OF ALL EXTERIOR WORK PROPOSED

*(See attached HPC Checklist for required submissions and material specs. Use additional sheets if necessary)*

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Before submission of an application occurs, prospective applicants are encouraged to discuss the submission requirements with the Historic Preservation Consultant at [barton@bartonross.com](mailto:barton@bartonross.com). Complete and file hard copies of the application to the Building Department at Town Hall, 375 Millburn Ave., including emailing electronic PDFs of each document to the HPC Consultant.

**Each application must be accompanied by sketches, drawings, photographs, descriptions or other information sufficient to show the proposed alterations, additions, changes or new construction. The Commission may require the subsequent submission of such additional materials as it reasonably requires to make an informed decision. A submission to the commission shall include:**

- *Photographs of each elevation of the structure;*
- *(15) copies of drawings, photographs, material brochures, manufacturer cut sheets, samples, specifications or information that may be necessary to assist the Commission;*
- *(15) copies of a property survey, or if applicable, a site plan showing the location of new and existing structures on the site and their location with respect to the building line, property lines, and the front of those buildings or structures immediately adjacent to each side of the lot to be built upon;*
- *(15) copies of facade elevation(s), if applicable, of the proposed work in sufficient detail to identify the limits and location of the proposed work, and existing and proposed materials to be used; and*
- *\$200.00 application fee (check or money order made to the Township of Millburn).*
- *\$750.00 escrow fee is also required for all applications to the full commission (check or money order made to the Township of Millburn).*

Minor Applications may only require electronic submissions. According to the Development Regulations And Zoning Ordinance (available in the building department and online), Section 425.3, Checklist C – Historic Preservation: An application before the Historic Preservation Commission shall not be considered complete until all the material and information specified has been submitted, or unless a specific requirement is waived by the municipal agency. Failure to follow the requirements of Section 8 of the Zoning Ordinance pertaining to Historic Preservation or these instructions will result in postponement of your hearing before the HPC until all requirements are met to the satisfaction of Township staff.

Submittal of this application form: properly signed, with the indicated copies of documents and the application fee will constitute a complete application. Upon receipt of a complete application the Board Secretary will schedule the application with the Commission. Applicant is responsible for all noticing requirements per the Municipal Land Use Law. The applicant delays his/her own application if all of these required items are not submitted. The Commission shall reach a decision on the application within forty-five (45) days of submission of a complete application. The applicant must appear in front of the Commission in order to present the application during the public hearing on the scheduled date.

*By signing this application, I hereby certify that the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his/her authorized agent. By signing this application the owner hereby grants authorization to the Commission members, and its professional and support staff to enter the property in question for inspection purposes.*

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Signature of Applicant(s) (Print Name) Date

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Signature of Owner(s) (if different than applicant) (Print Name) Date