



Borough of Closter

295 Closter Dock Road

Closter, NJ 07624

Application for Certificate of Appropriateness for EXTERIOR OF STRUCTURE

To be submitted to the Closter Historic Preservation Commission

Please print or type:

1. Address and Legal Description of Property:

Location: _____

Block Number: _____ Lot Number: _____

2. Name of Applicant: _____ Phone number: _____

Applicant's Address (if different from above): _____

Property Owner: _____

Relationship of Applicant to Property:

Owner Architect Contractor Other _____

3. Nature of Proposed Exterior Work (*check one or more and circle individual items as appropriate*)

New Construction (including additions)

Door or Window, such as sash alteration or replacement (i.e. 2 over 2, 1 over 1) over

Roof: replacement of roofing material, gutters, leaders, finials, fascia, soffits

Alteration to porch: columns, floor, ceiling, railings, scrollwork

Signs: Colors _____ Size: _____ Lighted: Yes No

*Demolition: Entire Structure _____ Partial Demolition _____

*Other: sidewalks, curbs, chimneys, driveways, fences, stairs, fire escapes, walls, handicap ramps, etc.

** copy of property survey required*

Please describe your proposed work as simply and accurately as possible. Use the design guidelines, available at the Land Use office at the Building Department or on our website www.closterhistoricpreservation.org, to guide you in your project. Accurate drawings and photographs are required, see page 2. (*Use extra sheets if necessary*)

Place Photograph
of front of building here
(Attach photos of other affected
areas on attached sheets)

Applicant Signature

Date

ADDITIONAL INFORMATION TO BE SUBMITTED WITH APPLICATION

1. Exterior Alteration or Repair

Describe clearly and in detail all work to be done. Include the following where appropriate:

- A. For siding and roofing, provide a manufacturer's illustration of materials and samples if available.
- B. For window, porch or railing replacement, provide dimensioned drawings and manufacturer's catalog pictures, if using stock materials. Include description of damaged material to be replaced along with a photo documenting the damaged original materials.
- C. For other categories, provide description of material and proposed changes.

2. New Construction

Describe the nature of the proposed project. Include the following copies of materials provided to the building department where appropriate:

- A. Site plan with measured distances.
- B. Elevation drawings at 1/8 to 1/4 inch scale of each affected facade and specifications which clearly show the exterior appearance of the project.
- C. Photographs of the proposed work areas.
- D. Samples or description of materials to be used on the exterior.
- E. Drawing or description of site improvements: fences, walls, lighting, pavement, etc.

3. Demolition of Structures

- A. Describe the structure and provide the following information:
The structure's architectural/historic importance, any unique materials or craftsmanship found in the property, reason for demolition, condition of the structure, and the impact of demolition on the Historic District in which it is located. Include photographs of all facades.
- B. Contact the Commission Chair regarding the procedure for a demolition hearing.

Return Application to: Land Use Office, Second Floor of Borough Hall
295 Closter Dock Road, Closter, NJ 07624

To be placed on the agenda, applications should be filed ten days prior to the Closter Historic Preservation Commission monthly meeting.

You and your representative are encouraged to be present at the meeting of the Commission. You will be notified of the meeting, date, time and location.

Please do not write below this line

___ Approved

___ Deferred

___ Approved with conditions:

___ Denied:

Ordinance section(s) No.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Date

Chair