

CERTIFICATE OF APPROPRIATENESS APPLICATION

To insure a prompt decision, please read the attached instruction sheet (p.3), use the checklist (p.4) on its reverse, and fully complete this form in type or by printing in ink.

Township Stamp - Date Received

PROPERTY/WORKSITE:

Block _____ Lot _____ Qualifier _____ Zone _____

Address _____ Apt./Floor/Suite/Unit/Etc. _____ City _____

Residential, specify: _____ or Non-residential, specify: _____

Property Owner _____

Address (if different) _____ City _____ State _____ Zip Code _____

Phone _____ Fax _____ Email _____

APPLICANT (if not owner):

Name _____ Owner's Agent Tenant Other _____

Address _____ City _____ State _____ Zip Code _____

Contact Person _____

Phone _____ Fax _____ Email _____

TYPE OF APPLICATION (check all that apply):

- Alteration
- Demolition
- New Construction
- Removal
- Emergency Repair
- Minor
- Informal
- Determination COA is not necessary

Description of project [be detailed and use the back (p.2) and additional pages if necessary]: _____

If materials are being replaced, will they be identical to the original. Yes No

Approximate age of building or structure _____ (enter "new" if proposed, "unk" if unknown)

CERTIFICATION AND PERMISSION:

I hereby certify that I am either the legal property owner or am authorized by the legal property owner to make this application. I understand that if any of the above statements are willfully false, I am subject to punishment.

Additionally, I hereby grant permission for Commission members to make field observations of the exterior of the property in connection with this application.

Signature Date

For Township use only

File # _____

Date complete _____

Official signature

Use this page for additional information, if needed.

INSTRUCTIONS
CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION

Please print or type the information on this COA Application and submit all required supporting materials. A check list of required information is on the reverse of this page. Full information on the COA application process can be found in the Code of the Township of Franklin Chapter 112, Article XXV, §112 -200 H. **If you have any questions, please contact the Zoning Officer via email at Vincent.Dominach@twp.franklin.nj.us or via phone at 732-873-2500, ext. 6274 before submitting your application.**

ALL APPLICATIONS - DESCRIPTION OF PROJECT

- When completing the **Description of Project** section, please be specific and detailed. Complete information will help avoid delay in a decision on your application. Use space provided on the reverse side of the application form if needed.

SUBMISSIONS

- The applicant will be responsible for submitting twelve (12) complete sets of documents for a Certificate of Appropriateness application and two copies for determination of non-necessity. Digital submissions are required (except for homeowners making submissions without assistance from an architect, attorney, or engineer, but digital submissions are still recommended.)

ATTACHMENTS

- Please see reverse side of this instruction sheet for the checklist of attachments
- **Note:** The Historic Preservation Advisory Commission may require the subsequent submission of such additional materials as it reasonably determines necessary to make an informed decision and has the right to defer applications containing insufficient information, as identified on the application checklist.

APPEARANCE BEFORE THE COMMISSION

- For all applications except emergency repairs and administrative approvals, the applicant **must appear** before the Commission for the scheduled hearing on this application and/or may be represented by an attorney or another individual who shall be authorized in writing to represent the applicant.

ADMINISTRATIVE APPROVAL OF MINOR APPLICATIONS.

- An application for a COA for the following specific work may be considered for administrative approval:
 - (a) Replacement or installation of a screen door that would be architecturally appropriate for the building or structure in question.
 - (b) Replacement or installation of a storm door that would be architecturally appropriate for the building or structure in question.
 - (c) Replacement of an exterior front, side or rear door that would be architecturally appropriate for the building or structure in question.
 - (d) Replacement of three-tab asphalt roof shingles with real slate shingles, faux slate shingles, wood shake shingles, synthetic cedar shakes, or standing seam metal roofing, as are deemed to be architecturally appropriate for the building or structure in question.
 - (e) Replacement or installation of garage doors that would be architecturally appropriate for the building or structure in question.
 - (f) Replacement or installation of wood shutters and iron hardware that would be architecturally appropriate for the building or structure in question.
 - (g) Replacement of gutters and downspouts that would be architecturally appropriate for the building or structure in question.
 - (h) Business signage that is appropriate to the building or structure it is associated with.
 - (i) Replacement or installation of wooden fencing that would be appropriate to the architecture of the building on the property and the setting of the property.
- **Note:** The proposed minor work cannot involve demolition or removal of a building, structure, or object on an historic site or within an historic district, or involve new construction or an addition to a building, structure, or object on an historic site or within an historic district.

CERTIFICATE OF APPROPRIATENESS APPLICATION

Attachments Checklist

Include all that apply:

- Photographs of existing structure or lot. (four elevations)
- Dimensioned site plan or tax map indicating location of project.
- Scaled drawings showing façade elevations. (all relevant elevations)
- Product information, with dimensions. (generators, HVAC units, light fixtures, etc.)
- Product samples. (shingles, siding, window sash materials, etc.) [to be brought to the meeting, not submitted with application.]
- Relevant pages from the New Jersey and -National Register of Historic Places for the property. (will be provided by Zoning Office)

New construction applications only:

- Streetscape elevation drawn to scale showing the new structure in the context of neighboring buildings, structures and sites.