



**Historic Preservation Commission  
Certificate of Appropriateness**

**AIR CONDITIONING AND CONDENSER UNITS**

**Window mounted units are permitted in new construction. Existing structures utilizing window units should position units away from street and public view to the extent feasible. Placement of mechanical HVAC devices (air conditioning units) on roofs or side and front yards in a manner visible to public view must be avoided to the extent feasible. Where such placement is necessary, units shall be adequately screened from public view. Screening shall be compatible with architectural materials of either the existing structure or proposed treatments which are acceptable within the standards as set forth in Guidelines.**

In order to ensure your application is complete with required documents please use the check list below. The property owner and professional are required to sign the application. Only complete applications will be placed on the agenda. With each Historic Preservation Commission application you are required to submit the following:

- Zoning Approval. IF YOUR SCOPE OF WORK INCLUDES THE CONSTRUCTION, ERECTION, RECONSTRUCTION, ALTERATION, CONVERSION, OR INSTALLATION OF ANY BUILDING OR STRUCTURE ZONING IS REQUIRED PRIOR TO BEING SCHEDULE FOR A HEARING. **Applications submitted without zoning approval will be returned incomplete;**
- A complete application. In the description part of the application please describe the location and size of proposed air condenser unit.
- Color Photo of the front façade of dwelling
- Three (3) copies survey/site plan illustrating the proposed location of new air condenser unit. Survey/Site plan must be stamped approved by the Zoning Department.
- Photos of the areas of the structure where all work is proposed;
- Provide catalog cuts and or samples of proposed materials.

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**PLEASE VISIT [WWW.NEPTUNETOWNSHIP.ORG](http://WWW.NEPTUNETOWNSHIP.ORG) FOR THE  
OCEAN GROVE HISTORIC DISTRICT DESIGN GUIDELINES**