



## Historic Preservation Commission Certificate of Appropriateness

### HARDSCAPE

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;**
- Three [3] copies of sealed signed architectural plans;
- Elevated drawings that are ¼" to ½" scale of each effected façade with specifications, which clearly show the exterior appearance of the project;
- Landscape plans ; show placement of all shrubs, trees, fences, and patio area, treatment of any walkways, sidewalks, show grass strip area edging and lighting;
- Demolition required? Describe extent of demolition in description section;
- A complete application. In the description part of the application please describe the location, size, style, and material of proposed fence.
- Three (3) copies survey/site plan illustrating changes. Survey/Site plan must be stamped approved by the Zoning Department.
- Photos of the areas of the property 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