



Historic Preservation Commission Certificate of Appropriateness

NEW CONSTRUCTION, ADDITIONS AND/OR ALTERATIONS OF COMMERCIAL/MULTIFAMILY BUILDINGS

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 original architectural style of the building, details of the proposed work, explain what will be added, restored, replaced or removed, the composition, style, dimensions, locations and colors of all materials to be used in the project, and of the scope of any demolition of the structure;
- Demolition required? Describe extent of demolition in description section and include demolition calculations;
- Landscape plans ; show placement of all shrubs, trees, fences, and patio area, treatment of any walkways, sidewalks, show grass strip area edging and lighting
- Three (3) copies of sealed signed architectural plans, stamped approved by the Township Zoning Officer, Please must include elevated drawings that are ¼" to ½" scale of each effected façade with specifications, which clearly show the exterior appearance of the project
- One (1) on set of elevations on 14" X 17" paper;
- Current color photo of the dwelling and streetscape must be attached;
- Historic Photos of the building if available;
- Photos of the areas of the structure where all work is proposed;
- Photos of any damaged architectural elements being replaced;
- Provide catalog cuts and or samples of proposed materials;
- A copy of a current survey is required.

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**PLEASE VISIT WWW.NEPTUNETOWNSHIP.ORG FOR THE
OCEAN GROVE HISTORIC DISTRICT DESIGN GUIDELINES**