



## Historic Preservation Commission Certificate of Appropriateness

### Windows

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;**
- In the description section describe the efforts made to repair, restore and preserve the original windows;
- Describe the type, style and material of the new windows;
- Describe the replacement or repair proposed for crown moldings and other window moldings and trim;
- 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;

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