



Where Community, Business & Tourism Prosper

Historic Preservation Commission
Demolition Permit
Application

HPC#2008_____

The demolition of existing structures in Ocean Grove is contrary to the mission of the Historic Preservation Commission and any demolition must meet rigorous review criteria during the approval/denial process.

Requests for demolition will be heard on a case by case basis and merits of each request shall be considered. Refer to Section 907 of the Neptune Township Ordinance

HPC # 05 _____
**Historic Preservation Commission
Demolition Permit Application
Certificate of Appropriateness**

Please PRINT or TYPE

1. Property Address: _____

Block _____ Lot _____

2. Name of applicant: _____

3. Name of contractor: _____

Contact Mailing Address:

Contact Information:

Phone Number:

Day _____ Night _____ Cell: _____

E-Mail _____

Property Type:

1. Single Family _____ 2. Multi Family _____ 3. Commercial _____

Number of Units: Existing _____ Proposed _____

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Historic Preservation Commission Procedures for a Demolition Certificate of Appropriateness

Section 907 of the Township of Neptune Land Development ordinance establishes very specific requirements for proposed demolitions.

Demolition of Structures on Properties in Historic Zone Districts or on Designated Historic Sites; Non- Public Uses

- A. Applicability. This Section applies where the proposed demolition (in whole or in part) of a structure in any historic zone district or other designated historic site situated elsewhere in the Township is for a purpose other than providing a site for a public building or land for public use such as a road widening.
- B. Application for permit. An application for a permit to demolish a structure in whole or in part, which is in any historic zone district or other designated site situated elsewhere in the Township, shall be forwarded by the Zoning Officer and/or Construction Official to the Historic Preservation Commission.
- C. Written findings by Historic Preservation Commission. The Historic Preservation Commission shall make written findings on the following matters:
1. The existing ownership, use and applicant's reason for requesting demolition.
 2. The structure's historical ownership and use.
 3. The structure's architectural/historic importance and its status in the Township of Neptune, County, State, or national listings of such properties after notification by the Historic Preservation Commission to the appropriate agencies.
 4. Any unique, unusual or rare qualities of design, materials or craftsmanship found in the subject property that could not be reproduced easily.
 5. The structural soundness and integrity of the structure and the economic feasibility of restoring or rehabilitating the structure so as to comply with the requirements of any applicable building code. At the Historic Preservation Commission's request, an inspection by the Township's Construction Official shall be conducted to determine the number and extent of code violations and an estimate of the cost of needed improvements to bring the structure up to compliance with all applicable building codes.
 6. The impact of the structure's demolition on the Historic District in which it is located or on neighborhoods surrounding an identified historic site, also taking into consideration undue hardship, reasonable beneficial use and the condition of

the premises. The economic base of the community shall be considered as well as the public's interest in architectural, historic and aesthetic matters generally.

7. The structure's importance to the Township and the extent to which its historical or architectural value is such that its removal would be detrimental to the public interest.
8. The extent to which the structure is of such old, unusual or uncommon design, craftsmanship, texture or material that it could not be reproduced or could be reproduced only with great difficulty.

D. Public Hearings. The Historic Preservation Commission shall conduct a public hearing in order to determine whether to grant or deny the demolition permit.

1. Notice. The hearing shall be advertised, arranged and conducted by the Historic Preservation Commission as hearings are conducted by the Township for development applications. The applicant shall be responsible for sending out the appropriate notices and shall be responsible for paying the cost of the proceedings. On the date of the hearing, the applicant shall be required to provide the Historic Preservation Commission with proof of fulfilling the notification requirements specified hereinafter. The applicant shall notify in writing by certified mail, return receipt requested, the following County, State and Federal agencies at least ten (10) days prior to the date of the hearing.

- (a) Township of Neptune Historical Society;
- (b) Historical Society of Ocean Grove;
- (c) State Office of Historic Preservation;
- (d) State Historic Sites Council;
- (e) Office of Archaeology and Historic Preservation, Department of the Interior; and
- (f) National Trust for Historic Preservation.

2. Stenographer required. There shall be a stenographer present to record the proceedings, the cost of which shall be the responsibility of the applicant.

E. Issuance or Denial of Demolition Permit. Based on the Historic Preservation Commission's findings (as required in Paragraph B above) and the testimony at the public hearing and following the waiting period as specified in Paragraph E below, the Historic Preservation Commission shall act on the request for demolition by either granting or denying the demolition permit.

F. Waiting Period. Following the date of the initial public hearing, there shall be established a waiting time period of at least ninety (90) days and no more than one hundred twenty (120) days to enable any interested parties to acquire or to establish a procedure for the preservation of the subject property.

- G. Demolition Notice Posted. During the entirety of the waiting period, as specified in Subsection F above, a notice of the proposed demolition activity shall be posted on the premises of the building, place or structure in a location such that it is clearly readable from each street frontage. In addition, the applicant shall publish notices in the official newspaper of the Township as follows:
1. Within the first ten (10) days of the waiting period; and
 2. Within not less than ten (10) nor more than fifteen (15) days prior to the expiration of the waiting period.
- H. Procedure Where Demolition Application is Denied. In the event that the Historic Preservation Commission denies an application for a Certificate of Appropriateness to demolish a historic building, place or structure, the owner shall, nevertheless, as a matter of right, be entitled to raze or demolish such building, place or structure provided that all of the following requirements have been fully met:
1. The owner has applied for the necessary demolition permit and has received notice of denial of same from the Historic Preservation Commission and has appealed to the Zoning Board of Adjustment, which has affirmed such denial.
 2. The owner has met the notice requirements set forth in Subsection G above for the full waiting period as defined in Subsection F above.
 3. The owner has, during the waiting period and at a price reasonably related to its fair market value, made a bona fide offer to sell such building, place or structure and the land pertaining thereto to any person, organization, government or agency thereof or political subdivision which gives reasonable assurance that it is willing to preserve the building, place or structure and the land pertaining thereto.
 4. The owner shall not have been a party to any bona fide contract, binding upon all parties thereto, for the sale of any such building, place or structure and the land pertaining thereto executed prior to the expiration of the notice period, except a contract made in accordance with Paragraph (3) above.

Additional Commission Information:

1. Application is to be made to the Neptune Township Construction Official requesting the demolition of all or part of a building in the National Historic District of Ocean Grove or other historic building in the Township of Neptune
2. Applicant will contact the Historic Preservation Commission secretary to schedule a formal demolition hearing. HPC secretary will make all necessary arrangements for the hearings such as obtaining the meeting room and court reporter, and contacting the HPC members.
3. The applicant shall submit a written report concerning the condition and structural integrity of the building. The commission strongly recommends that this report be made by a licensed engineer and/or licensed architect.
4. The applicant is encouraged to submit a written report by an architectural historian concerning the historic value or non-value of the structure and its relationship or non-relationship to the historic district. The report should contain information regarding the following:
 - a. The age of the dwelling/structure,
 - b. Describe any unusual or uncommon design, and/or craftsmanship
 - c. Identify and describe the importance of the structure as “Key, Contributing, Supporting or Other” in importance to the preservation of the Ocean Grove Historic District.
 - c. The materials used and or texture of such that cannot be reproduced or would be difficult to reproduce.
 - d. Detail if all or a portion of the structure can be or will be saved.
5. The HPC Secretary will make arrangements with the applicant to have an inspection of the building’s interior by the Township Construction Official, Fire Prevention Official, and any members of the HPC who are available a the time of inspection.
6. Copies of all written inspection reports submitted by Township Officials regarding their findings will be secured and submitted to the HPC office for review by its Commission, Copies of these reports will be forwarded to the applicant for his review, prior to the meeting.
7. The applicant shall be responsible for notification [by certified mail] of the proposed demolition hearing to Federal, State, County, Local agencies, and homeowners within 200 feet of the proposed building, 10 days prior to the formal hearing. The applicant will be provided a copy of the Certified List, which is prepared by the Tax Assessor, by the HPC secretary.
8. Five [5] days prior to the hearing, proof of mailing will be supplied to the HPC office for verification. At this time any notices not accepted by Homeowners will be given to the secretary for the file.

9. Copies of any correspondence received from the notified agencies should be forwarded to the HPC office to be kept on file. Any and all reports submitted to the HPC office regarding the demolition, will be forwarded to the applicant for his/her information and review.
10. Ten days [10] prior to the scheduled hearing date, applicant is encouraged to supply the HPC secretary with eleven [11] copies of any materials that will be used as evidence during the public hearing. Please have all visual materials marked as exhibit "A", "B", etc. please date all photos as the date of when photo was taken. Copies will be prepared and mailed to HPC members for their review prior to the meeting.
11. Special notice of the "demo hearing" must be advertised in the required newspaper ten [10] days prior to the special hearing date. This notice will be done by the HPC secretary.
12. The applicant is responsible for the entire cost of the hearing. The HPC Secretary will establish an "escrow account", and the applicant will supply a check in the amount of \$1500 made out to the Township of Neptune. The check will be deposited in an account entitled "Demolition - _____ Special Account". The HPC Secretary will issue a detailed account of the monies spent upon request. Any remaining funds will be returned to the applicant.

The additional commission information is intended to assist the applicant through the process outlined in the Township of Neptune Land Development ordinance Section 907. They have been developed to help the applicant and Commissioners of the Historic Preservation Commission in connection with the applicant's request for a demolition permit. The applicant is not required to comply with any portions of these guidelines not specifically prescribed by ordinance. If any applicant shall refuse to follow those portions of the guidelines not specifically required by ordinance, the Historic Preservation Commission shall not draw any adverse inferences against the applicant or its application as a result of such refusal.

Agencies to be Noticed:

The following agencies are to be notified in writing of the applicants request for demolition permit:

1. Neptune Township Historical Society
Nancy Heydt, President
5 Hampton Court, Neptune N J 07753
2. Historical Society of Ocean Grove
Kevin Chambers President
PO Box 446, Ocean Grove NJ 07756
3. Ocean Grove Camp Meeting Association
David Shotwell, Administrator
PO Box 125, Ocean Grove N J 07756
4. New Jersey Dept of Environmental Protection
Office of Historic Preservation, Division of Parks & Forestry
Ms. Dorothy Kuzzo, Administrator
CN 404 – 501 East State Street
Trenton New Jersey 08625-0404
5. New Jersey Historic Sites Council
C/o Office of Historic Preservation
J. Mark Mutter-Chairman
CN 404 –501 East State Street, Trenton, New Jersey 08625-0404
6. National Trust for Historic Preservation
And Archaeology
U.S. Dept of the Interior
PO Box 37127
Washington DC 20013-7127
7. National Trust for Historic Preservation
Richard Moe, President
1785 Mass. Avenue N.W.
Washington DC 20036
8. New Jersey Historical Society
Janet Rassweiler, Director
230 Broadway Newark, New Jersey 07104
9. Monmouth County Historical Assoc.,
Randall Gabrielan, Exec. Director
70 Court Street,
Freehold New Jersey 07728

This notice to be sent to homeowners

NOTICE OF PUBLIC HEARING TO PROPERTY OWNERS Historic Preservation Commission

NOTICE is hereby given that the undersigned has applied to the Neptune Township Historic Preservation Commission for the following:

Property is known as Block _____ Lot _____ or also known as street address _____, Ocean Grove New Jersey.

You are in receipt of this notice, because the above referenced property is within 200 feet of the property owned by you.

A hearing will be held on this application by the Historic Preservation Commission of the Township of Neptune, in the Township Committee Meeting Room, 25 Neptune Blvd, Neptune, NJ, on _____, at 7:30 PM.

All members of the public will have an opportunity to offer comments and/or ask questions regarding this proposal. For those who are in opposition of the proposal, you have the right to obtain an attorney to represent you, although this is not a requirement.

The file and plans of the proposal, may be inspected in the office of the Historic Preservation Commission, Neptune Municipal Complex, 25 Neptune Blvd, Neptune NJ, during the hours of 9 am to 3:00 pm, or if you have any questions you may contact the Commission office at [732] 988-5200 ext. 258

Date: _____

Applicant's Name _____

Address: _____

**** It is recommended for those members of the public who plan to attend the public hearing on a specific application that you contact the HPC office the day of the meeting to inquire of any changes in the schedule, due to any possible postponements.

This notice information is to be placed in the newspaper

NOTICE OF PUBLIC HEARING NEPTUNE TOWNSHIP BOARD OF ADJUSTMENT

NOTICE is hereby given that the undersigned has applied to the Historic Preservation Commission of the Township of Neptune for

The property in question is located at Block _____ Lot _____
also known as _____ Ocean Grove
[street address]
NJ 07756

A hearing will be held on this proposal by the Historic Preservation Commission on _____ to begin at 7:30 PM. Meeting will be held in the Township Committee Meeting Room, located on the first floor, in the Neptune Municipal Complex, 25 Neptune Blvd, Neptune NJ.

All members of the public will have an opportunity to offer comments and or ask questions regarding this proposal. The file and plans of the proposal may be inspected in the office of the Historic Preservation Commission at the Neptune Municipal Complex 25 Neptune Blvd, Neptune NJ from the hours of 9:00 A.M. to 3:00 P.M.

Date: _____

Name of applicant _____

Address _____

Use this form for when letters are hand delivered w- Signatures

TOWNSHIP OF NEPTUNE
Office of the Historic Preservation Commission

Please have the occupant of the property sign and date on this page upon the receipt of the Notice of Public Hearing or Indicate the Number of the Certified Receipt

<u>Owners Signature</u>	<u>Date of Service</u>	Address & <u>Certified Mail Receipt #</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____