



CITY OF ORANGE HISTORIC PRESERVATION COMMISSION

ORANGE CITY HALL

29 North Day Street, Orange, New Jersey 07050

PHONE (973) 952- 6344 FAX (973) 672-6643

**CITY OF ORANGE PRESERVATION COMMISSION
APPLICATION FOR CERTIFICATION OF APPROPRIATENESS**

DATE RECEIVED _____ APPLICATION # _____

APPLICANT(S):

Name of Applicant(s): _____

Address: _____ Email: _____

Telephone (Day) _____ (Eve) _____ (Fax) _____

Relationship of Applicant to Property owner:

Owner(s) Lessee Property Under Contract Other (Specify)

Explanation if Other: _____

OWNER(S), IF DIFFERENT THAN APPLICANT:

Name(s) of Owner(s): _____

Address: _____ Email: _____

Telephone Number: (Day) _____ (Eve) _____

Street Address of the Property that is subject of Application: _____

Tax Block: _____ Lot: _____

Name of Historic District in which Property lies: _____

Orange Valley Montrose Seven Oaks Park Main Street St. John's

Existing use of the Property:

Existing zoning of the Property:

Describe in detail the proposed work to be done at the Property.

Explain how you plan to prevent, minimize and mitigate any adverse effects to this Property, to nearby historically significant properties, and to the Historic District?

Each Application must be accompanied by sketches, drawings, photographs, descriptions or other information sufficient to show the proposed alterations, additions, changes or new construction. The Commission may require the subsequent submission of such additional materials as it reasonably requires to make an informed decision. A submission shall include:

- **A photograph of each elevation of the structure.**

- **Fifteen (15) copies of drawings, photographs, material brochures, samples, specifications or information that may be necessary to assist the Commission. Copies may be submitted electronically, or by CD or flash drive.**

- **Fifteen (15) copies of a survey, or if applicable, a site plan showing the location of new and existing structures on the site and their location with respect to the building line, property line, and the front of those buildings or structures immediately adjacent to each side of the lot to be built upon.**

- **Fifteen (15) copies of façade elevation(s), if applicable, of the proposed work in sufficient detail to identify the limits and location of the proposed work, and existing and proposed materials to be used.**

- **\$70.00 Application fee (check or money order made to the City of Orange).**

By signing this Application, I hereby certify that the owner of record authorizes the proposed work and I have been authorized by the owner to make this Application as his/her authorized agent. By signing this Application, the owner hereby grants authorization to the Commission members, and its professional and support staff to enter the Property in question for inspection purposes. By signing this application I further agree that the attorney's and professional staff's review of my application is chargeable to me and that I agree to pay for such review separately from the application fee, by depositing an escrow payment of \$ _____.

Signature of Applicant(s) _____

(Print Name) _____

Date _____

Signature of Owner(s) (if different than Applicant) _____

(Print Name) _____

Date _____

Submittal of this Application form-properly signed, with the indicated copies of documents and the Application fee will constitute a complete Application. Upon receipt of a complete Application, the Board Secretary will schedule the Application with the Commission. The Applicant delays his/her own Application if all of these required items are not submitted. The Commission shall reach a decision on the Application within forty-five (45) days of submission of a complete Application. The Applicant must appear in front of the Commission in order to present the Application during the public hearing on the scheduled date.

Telephone: _____ Fax: _____ Website: _____



The City of Orange Township Historic Preservation Commission

INSTRUCTIONS AND REQUIRED ATTACHMENTS FOR ALL APPLICATIONS

If your Application is not deemed complete, it will not be heard and your project will suffer delay. In order for your Application for a Certificate of Appropriateness to be deemed complete, you must provide the following documents with your Application:

- A. Photographs of the existing condition of each elevation (façade) of the structure, front, sides and rear, including photographs of the structure from the nearest public street or sidewalk, approaching the structure and leaving the structure. This means a minimum of three color photographs of the front, and both sides of the house or building. This is essential to understanding what work, installations, improvements etc. will be visible from the Public Street or right-of-way. An aerial shot by a drone of the structure is insufficient to satisfy this requirement.
- B. A site plan or other plan or drawing incorporating the location, type, design and details of the work to be undertaken. The plan must show the location of the street and front of the house or building that is the subject of the Application. Façade elevation(s), if applicable, of the proposed work shall have sufficient detail to identify the limits and location of the proposed work.
- C. Samples, specifications and product information on the materials (shingles, windows, paint, brick, wood siding, etc. that you intend to install) to assist the Commission in understanding the work to be undertaken and the products that will be placed on your property. No vinyl or aluminum siding is allowed on any history property, site or in any historic district. Photographs of examples of property/architectural features elsewhere in the historic district that are sought to be duplicated on your property may be submitted as examples. The Applicant should describe or show the existing and proposed materials to be used in some way. It is always preferred to use the same materials as the original structure.
- D. If applicable, a survey, or a site plan showing the location of any new proposed and existing structures on the site and their location with respect to any existing building footprints, height, property boundary lines, fence locations if applicable, and the front of those buildings or structures immediately adjacent to each side of the property(ies) on which the work will be undertaken, to help the Commission determine the design, scale and massing in context of the historic site, property, or neighborhood district.

ADDITIONAL INSTRUCTIONS AND REQUIRED ATTACHMENTS FOR SOLAR/PV APPLICATIONS

- A. As part of the plan set for the solar installation, **a roof layout plan for the solar/PV panels and equipment, showing the front of the house or building on which the panels will be installed, and the location of the street.**
- B. At least three color photographs from the front of the house, and both sides, as described above, in Section I. A., taken from the street level and showing the roof areas on which the solar panels will be placed, so that the Commission can see whether the panels to be attached to the roof according to the roof layout plan will be visible from the street.
- C. A written certification signed by a professional engineer (P.E.) or architect certifying to the fact that the structure and roof of the building that is the subject of the Application on which the solar/PV panels and related equipment will be installed, is capable of bearing the load of the panels and related equipment without any additional support or renovation, and that the installation will comply with the applicable building codes, if properly installed according to instructions.