

# City of Woodbury

## Historic Preservation Commission

### Instructions on How to File an Application for a Certificate of Appropriateness

#### **General Information:**

All owners of property located within the City of Woodbury's Historic District must obtain a Certificate of Appropriateness from the City prior to the development or modification of the exterior of the building, house or grounds, as required by the City of Woodbury's Historic District Ordinance, Section 202-33 et seq. Only those external features subject to public view from a public street, place or way are subject to historic review. A map of the areas in the Woodbury Historic District can be obtained through the Clerk Administrator at City Hall. These areas are also delineated in the City of Woodbury Municipal Code under Section 202-36.

Applications are first submitted to the Woodbury Historic Preservation Commission (HPC) for review and comment, which in turn forwards the application to the City of Woodbury Planning/Zoning Board for final hearing. The applicant **must** appear before the Historic Preservation Commission and has the right to appear before the Planning/Zoning Board at the time of final hearing. Appeals of any denials by the Planning/Zoning Board must be taken on the record at the time of the hearing. Appeals are heard by City Council within thirty (30) days of the denial of the application. Approved Certificates of Appropriateness are valid for a period of two (2) years from the date of issuance, but may be extended in accordance with the rules set forth in the Historic District Ordinance. Please note that no construction permits will be issued without having first obtained historic review and approval. Failure to comply with this or any other City Ordinance may result in fine or penalty.

#### **How to Apply:**

Applications for Certificate of Appropriateness may be obtained at the office of the Woodbury Department of Code Enforcement, 33 Delaware Street, rear courtyard entrance, Woodbury, New Jersey 08096. All applications must be completed in their entirety or they will be deemed incomplete and not considered by the HPC or the Planning/Zoning Board. An original and thirteen (13) copies of the application and the attached exhibits must be returned to the

Department of Code Enforcement at least seven (7) days prior to the meeting of the Historic Preservation Commission.

### **What Must Be Submitted:**

It is strongly recommended that you provide as much information as possible with respect to the proposed work to be done and the materials that you intend to use. Photos, sketches, plans, swatches and brochures are helpful and in many cases required in order for your application to be properly processed or reviewed. While the following is not an exhaustive list of the types of activities covered by the Historic District Ordinance and/or the information that must be submitted, it should give you a good starting point for assembling your submission:

- 1. Exterior Painting:** Applicants must specifically identify all exterior paint to be used by brand and color name. Swatches or samples of proposed colors must be submitted. The applicant must also submit sketches or photos showing where each color is to be used.
- 2. Signs:** A detailed rendering of the proposed sign, including all dimensions must be submitted and the materials to be used. Additionally the applicant must identify where the sign will be located on the premises and any proposed lighting. In addition to historic approval, signs must also meet all zoning and ordinance standards as set forth in the City of Woodbury Municipal Code.
- 3. Roofs:** Applicants must provide a brochure or sample of the specific shingle, pattern and color to be used in any replacement roofing. Photos of the existing roof areas must be submitted.
- 4. Fencing:** Applicants must provide brochures or photos of the exact fencing that is to be installed. A site plan, survey or detailed sketch of the premises, delineating the location where all fencing is to be installed must also be provided. The specific color of the fencing must also be submitted for approval. Again, in addition to historic approval, all fencing must meet the ordinance provisions contained in the City of Woodbury Municipal Code for the district in which the property is located.
- 5. Remodeling/Window Installation:** For remodeling projects and/or window installation, detailed plans or sketches must be provided showing the proposed work to be done. The applicant must provide information detailing the existing condition of the property through photos, plans and/or sketches and provided renderings of the finished project. The brand, make, size and color of all windows and doors must be detailed through brochures or photos.
- 6. Landscaping:** Replacement, additions or alterations of landscaping features such as trees, shrubs, gardens, walkways and other features visible from the public street, place or way are subject to historic review. A detailed plan of the landscaping, including the specific

plants to be used and their location, must be submitted. The materials and colors of any walkways must be submitted and comply with applicable ordinance provisions.

**Meeting Dates:**

**Historic Preservation Commission** – Second Wednesday of the month (except holidays or conflicts) at 7:00 p.m. at the City Hall, Council Chambers, 2<sup>nd</sup> Floor 33 Delaware Street, Woodbury, New Jersey 08096

Chairman, Glenn Ceponis, 59 N. Girard Street, Woodbury  
Phone: (856)-251-0482

**Woodbury Planning/Zoning Board** – First Monday of the month (except holidays or conflicts) at 7:30 p.m. at City Hall, Council Chambers, 33 Delaware Street, 2<sup>nd</sup> Floor, Woodbury, New Jersey 08096

Chairman, Robert Gartside, 578 High Street, Woodbury  
Phone: (856)-845-9228

Exact meeting dates can be obtained the Office of the City Clerk/Administrator, 33 Delaware Street, Woodbury, New Jersey 08096 – (856)-845-1300

**Goals of the Historic District Ordinance:**

All applicants are encouraged to review the relevant ordinances in the City of Woodbury Municipal Code, including but not limited to Section 25-1 et seq. and Section 202-33 et seq. prior to submitting their application. The Historic Preservation Commission and the Planning/Zoning Board of the City of Woodbury, through the implementation of the Historic District Ordinance, seek to promote the general welfare and preserve the heritage of the City of Woodbury by protecting certain neighborhoods and sites that exemplify its social, cultural, political, economic and architectural history. The ordinance seeks to maintain the historical or architectural value of and significance of the properties in question and to maintain and promote the historic value of the surrounding areas within the district. With the help of all our citizens, Woodbury can preserve its rich history, while moving forward towards a prosperous future.