

# CITY OF WOODBURY HISTORIC PRESERVATION COMMISSION

## Please Read Instructions

### On how to file an Application for a Certificate of Appropriateness

It is imperative that prior to submitting your application to the Historic Preservation Commission, you contact the Zoning Official to ensure that the proposed new structure, additions or alterations to your property is in conformance with all zoning regulations.

#### **General Information :**

All owners of property located within the City of Woodbury's Historic District must obtain a Certificate of Appropriateness from the City HPC 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 202-22 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 Code Enforcement Office located in the rear of 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 second Wednesday of each month, which in turn forwards their recommendations to the City of Woodbury Planning/Zoning Board for final hearing on the third Monday of the month. 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. Be advised if a representative **is not** available at HPC meeting to answer questions, the application will be postponed to the following month. 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 & Planning Bd review and approval. Failure to comply with this or any other City Ordinance may result in fine or penalty. **DO NOT SUBMIT ANY OTHER** applications **with** historical application. The zoning permit application; erect a sign application; construction packets **MUST BE submitted separately** to the Construction Office **along with** report of approval / approval with recommendations of HPC **&** resolution from Planning/Zoning Bd.

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

1. HPC applications may be obtained at the office of City of Woodbury Dept. of Code Enforcement office.
2. Property owner or a representative for owner **must be present** at HPC meeting in case there are questions, **If there is no representative** in attendance, the application **will be postponed**.
3. Applications **MUST BE SUBMIT** to Department of Code Enforcement by 3:00 pm the MONDAY the WEEK PRIOR to the week of the HPC meeting as the applications must forwarded to the board members.
4. Submit **original** application **PLUS eight ( 8 ) copies and stapled in sets.**
5. Attach **exhibits**; **pictures / drawings, brochures**; applicant please bring **large sample(s) boards the night of the meeting.**
6. **Note : ALL** prior approvals (state, county, city) must be completed before construction permits/zoning released

## **Meeting Dates :**

**Historic Preservation Commission** - **Second** (2nd ) **Wednesday** of the month (except holidays or conflicts) **at 7:00 p.m.** in the **City Hall, Council Chambers, 2<sup>nd</sup> flr.**, of 33 Delaware St., front entrance at handicap ramp side, Woodbury, NJ 08096.

**H P C** - **Chairperson** - **Nora Leary** **856.848.7843**

**Vice Chairperson** - **Sue Bowe** **856.848.0633**

**Woodbury Planning / Zoning Board** - **Third** (3<sup>rd</sup>) **Monday** of the month (except holidays or conflicts) **at 7:30 p.m.** in City Hall, Council Chambers, **2<sup>nd</sup> flr.**, of 33 Delaware St., front entrance at handicap ramp side, Woodbury, NJ 08096

Planning / Zoning Board Administrator: Brian Bosworth – 856 - 845 - 1300 **ext** 122

Planning / Zoning Board Secretary: John Leech – 856 – 845 – 1300 **ext** 132

Chairperson Plan / Zon - Stephen Duncan, 105 S. Horace St., Woodbury, NJ  
Phone: 856 – 848 – 7842

Exact meeting dates can be obtained from the Code Enforcement office or City Clerk / Administrator, 33 Delaware St., Woodbury, NJ 08096 Phone: 856 – 845 -1300.

### **Goals of the Historic District Ordinance:**

All applications 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.

**All properties located in the historical district must obtain approval from Historical Commission & final resolution from the Planning/Zoning Board for exterior changes being made.**

## **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 boards/palettes 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 going to be used. Additionally the applicant must identify where the sign will be located on the premises and any proposed lighting location. In addition to historical approval, signs **must also meet all** zoning regulation & town ordinance standards as set forth in the City of Woodbury Municipal Code.
3. **Roof** : Applicants must provide a brochure ; color sample, a shingle or sample board 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 a brochures and/or photos of **the exact fencing** that is proposed to be installed. Submit a full clear copy of site plan/survey of premises, delineating the location where all fencing is to be installed. The specific color of fencing must be submitted also for approval. Again in addition to historical approval, all fencing must meet zoning regulations & town ordinance standards as set forth in the City of Woodbury Municipal Code for the district in which the property is located in.
5. **Remodeling / Windows** : For remodeling projects and/or window installation, remodel projects detailed plans; Brochure on windows ; sketches must be provided of proposed work to be done. The applicant must provide information detailing the existing condition of the property through Photos, detailed plans and/or sketches and provide renderings of the finished project. The brand make, sizes and color of all windows and doors must be detailed through brochures and photos.
6. **Walkways** : New installation and/or replacements, submit brochures/sample chips on materials and colors of any walkways and must comply with applicable ordinance provisions.
7. **Landscaping** : Replacements, additions and/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 historical review. A detailed plan of the landscaping, including the specific plants to be used and their location; walkways, retaining walls, driveways extra.

<b>Construction Office Use ONLY:</b>	Applic. Rec'd: _____,2010	
HPC Mtg Date: _____,2010	P/Z Bd Mtg: _____,2010	

*City of Woodbury*  
**Historic Preservation Commission**  
**Application for Certificate of Appropriateness**

Applicant must have applications **STAPLED** in sets

Please **PRINT** all information **clearly**

**Project property address:** \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zoning Classification \_\_\_\_\_

**Applicant:** Owner **or** Authorized representative:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

No.

Street

\_\_\_\_\_

Town

State

Zip

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Cell : \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property Owner: ( If different from applicant ):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

No.

Street

\_\_\_\_\_

Town

State

Zip

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**Detailed description of proposed changes:**

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**Applicant must submit **DETAILED** plans, elevations for all remodeling. Photographs must be provided of the **existing** conditions of **all areas** going to be effected. Survey / Site plan or detailed sketches **must be provided showing placement of all proposed** – fencing; landscaping, lighting, walkways, retaining wall, additions, sheds, etc..... that will be visible from the street.**

**Reasons for proposed changes:**

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**Materials:**

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**Applicant must submit** brand and specific historic color names, along with samples or swatches of proposed colors. Applicant must **designate areas** where each color is going to be used.

**Signage:** Proposed dimensions: \_\_\_\_\_

Material: \_\_\_\_\_

Colors: \_\_\_\_\_  
\_\_\_\_\_

**A true and accurate rendering** of the sign and its proposed location on premises (survey) must be provide in order for the Planning/Zoning Board to consider application. Once approved by the boards, you **will need to submit drawing of sign, signed & sealed by NJ Licensed design professional and a clear, full copy of survey along with required zoning & construction applications.**

**Roofing Material:** Brand / make: \_\_\_\_\_ Color(s) \_\_\_\_\_

**Must submit** brochures **and/or** samples of proposed **shingle** with application.

**Fencing Material:** Brand / make \_\_\_\_\_ Material: \_\_\_\_\_

Proposed Height(s) \_\_\_\_\_

**Must submit** brochure(s) **and / or** photograph(s) of proposed **fencing.**

Additional materials to be used : \_\_\_\_\_

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**An original PLUS eight ( 8 ) copies must be submitted to:** The office of the City of Woodbury Code Enforcement Office located at 33 Delaware St., rear courtyard entrance, Woodbury, NJ 08096 by the **Thursday the week PRIOR** to the scheduled Wednesday Woodbury HPC meeting if not before, applications **WILL NOT** be **on agenda** if submitted after Friday, it will be on the following month.

**Application's must be stapled into sets**

I hereby certify that I am the \_\_\_owner or \_\_\_agent / representative for owner of record and am authorized to make this application. Also, I ( owner / agent ) have included the proper number of applications as stated above and as required stapled the applications in sets.

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

# City of Woodbury Historic Preservation Commission

## Check-off List Certificate of Appropriateness

Below are checklist for Certificate of Appropriateness review packages representing typical alterations to properties located in Woodbury's Historic District. Please be sure to include all materials requested for the type of project being proposed. Incomplete application packages may result in delays in the application process or denial of the application.

### Signs

- Completed application form
- General photograph of structure (be sure the photograph shows the proposed location of the sign)
- Drawing / rendering of proposed sign detailing size, type of lettering, colors and illustrations (if any)
- Size, type and location of proposed lighting ( if any )
- Description and / or sample of proposed sign material(s)

### Painting

- Completed application form
- Photograph of structure to be painted
- Samples of paint colors ( i.e. paint chips, paint company brochure of paint colors, or similar samples)
- Sketch **or** marked photograph(s) showing/labeling location of where proposed colors are used

### Siding

- Completed application form
- General photograph of structure ( must show existing siding)
- Sample of proposed siding (either actual sample or company catalog illustrating the proposed siding)

### Roofing

- Completed application form
- General photograph of structure
- Photograph showing existing roof
- Sample of proposed roofing material (either actual sample or company catalog illustrating the proposed roofing material)

### **Windows/Doors**

- Completed application form
- General photograph of the structure
- Photograph of existing window(s) / door(s)
- Sample of proposed window / door ( company catalog illustrating the proposed window/door)

### **Additions (including porch, deck, etc..)**

- Completed application form
- General photograph of the existing structure
- Detailed photograph / survey showing location of the proposed addition
- Elevation drawing showing proposed addition
- Samples of exterior materials (company catalog illustrating siding, roofing, windows, doors, paint colors, etc....)

### **New Construction**

- Completed application form
- General photograph(s) showing structure site and surrounding properties
- Site plan / survey showing proposed structure location and landscaping (if any)
- Drawings showing all elevations visible from the street
- Samples of exterior materials ( company catalogs illustrating siding, roofing, windows, doors, paint colors, etc...)

### **Fencing**

- Complete application form
- General photograph(s) of the property
- Site plan / survey showing location of the proposed fence
- Sample of proposed fence ( company catalog, brochure illustrating the proposed fence)

### **Landscaping**

- Completed application form
- General photograph(s) of the property
- Site plan / survey showing proposed landscaping elements / areas
- Samples of paving bricks/pavers, wall material, lighting, bushes, trees, etc..(company catalog illustrating proposed elements)

### **Other Alterations**

- Completed application form
- General photograph(s) of the structure/property
- Appropriate additional information, materials similar to those requested above

