



**Township of Hope  
Historic Preservation Commission**

**CERTIFICATE OF APPROPRIATENESS APPLICATION PACKET**

**WHAT IS THE HPC?**

The Historic Preservation Commission (HPC) is a formally appointed body authorized by the Municipal Land Use Law and the Hope Township Ordinance to help protect the architectural and cultural heritage within the Hope Township Historic District. Among its responsibilities, the HPC considers the effects of proposed exterior changes to buildings and properties within the Hope Township Historic District, comments on the appropriateness of those changes and approves or disapproves proposed changes.

**WHAT THE HPC REVIEWS**

The HPC reviews all proposed exterior changes to buildings and properties within the bounds of the Historic District to determine whether they are appropriate to the individual property and within the surrounding historic context with regard to the architectural style, general design, arrangement, location and materials. Once the HPC determines that the proposed changes are appropriate, it will approve the Certificate of Appropriateness (COA). The types of projects reviewed by the HPC include:

Change to the exterior appearance of any building, structure, site, object or improvement including additions, alterations, reconstruction, or replacement of materials.

Relocation or demolition of any building, structure, site, object or improvement.

Change to fences, walls, or garden structures.

The HPC review is required for some work that would not otherwise require a building permit including door and window replacement. It should be noted that a COA is necessary but not sufficient for the granting of a building permit. The applicant must obtain a COA as well as necessary permits prior to proceeding with any work in the Historic District.

**WHEN IS A COA NOT REQUIRED?**

The HPC does not review interior changes to any building or structure in the Historic District, unless they affect the exterior appearance of a building or structure.

A COA is also not required for what in the Commission's opinion constitutes in-kind repair or replacement for "ordinary maintenance and repair." Property owners must demonstrate that their project constitutes "ordinary maintenance and repair" and will be required to provide photographs, project descriptions and information regarding proposed materials to the HPC for review. Ordinary maintenance shall mean the repair of any deterioration, wear or damage to a structure or any part thereof in order to return the same as nearly as practicable to its condition prior to the occurrence of such deterioration, wear or damage with in kind material and quality workmanship (exclusive of exterior painting). Repair shall mean any work done on any building or structure which is not an addition to or improvement of the building or structure and does not change the exterior architectural appearance, style or color.

**COA APPLICATION REVIEW PROCESS**

To have your COA application reviewed by the HPC, it must be submitted with the appropriate materials to the Secretary's mailbox at the Municipal Building or emailed to hopehistoric@gmail.com by 4:00 p.m. 10 days prior to a scheduled HPC meeting (typically the second Monday of each month). Please call Dawn Decker at 973-271-8731 to confirm meeting dates. It is highly recommended that the applicant, or a project representative, attend the requisite HPC meeting in the Hope Municipal Building to answer questions or clarify information regarding your application. At the meeting, the application will either be approved with or without conditions, tabled pending additional information, or denied.

A COA approval is valid for a period of two (2) years from the date of issue unless reasonable extensions are requested by the applicant or the HPC and the HPC grants approval. One (1) extension may be granted for a period of not more than two (2) years.

**APPLICATION CHECKLISTS**

The HPC must have all required information to review a COA application or to make a determination that a COA is not required. If all required information is not submitted, the application may be recommended for denial or tabled until all information is received.

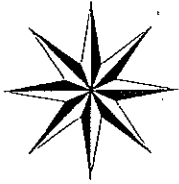
**REQUIRED INFORMATION:**

**REPAIRS AND REPLACEMENTS**

Map with property location circled.

Labeled photographs showing all exterior views of building or structure.

Samples or catalog cuts of material to be used.



**WHEN HPC APPROVAL IS REQUIRED:**

All work involving exterior replacements, improvements, or additions prior to commencement any building or structure within the Hope Historic District, whether or not a municipal building permit is required for such work. A COA is needed before commencing any of the following activities:

- (a) Demolition of any building, improvement, site, landscape or structure.
- (b) Change in exterior appearance of any building, improvement, site, place or structure by addition, reconstruction, or replacement, including replacement of windows, doors.
- (c) Relocation of a principal or accessory building or structure.
- (d) Any new construction of a principal or accessory building or structure.
- (e) Any addition to a principal or accessory building or structure.
- (f) Exterior painting when making any changes to shade or color.

**WHEN HPC APPROVAL IS NOT REQUIRED:**

- (a) A certificate of appropriateness is not required before for changes to the interior of a structure.
- (b) A certificate of appropriateness is not required if, in the opinion of the HPC, the work contemplated constitutes "Ordinary maintenance and repair, if a building permit is required for the proposed work, the HPC shall promptly notify the Construction Official a COA is not required as prerequisite to the issuance of the permit.

**REQUIRED INFORMATION:**

Depending on the scope of work proposed, each applicant will be required to submit all architectural plans, sketches, photographs, color and material sample and any other useful references for review. When the scope of the work includes any site work, demolition, additions or new construction a survey/site plans is required. All applications are to be submitted at least (10) ten days prior to the scheduled meeting of the HPC. All meetings are held on the second Monday of the month.

**HOUSE PAINTING:**

Include sample of color chips. Description of color placement establishing locations of all designated major or minor.

**NEW CONSTRUCTION, ALTERATIONS, OR ADDITIONS:**

One copy of sealed signed architectural plans (drawn to scale) and (11) eleven copies. Catalog cuts of any new doors, windows, railings, material samples, etc. If demolition is required describe the extent of demolition in detail and submit demotion calculations.

**AIR CONDITIONING COMPRESSORS: OTHER:**

Provide a detailed drawing showing the location of the unit on a site plan or survey. Catalog cut of the proposed unit. Elevations showing the location of exterior piping or chases.

**FENCING:**

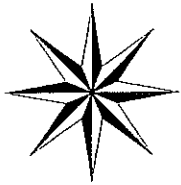
Twelve copies of a survey/site plan, showing the location and type of fence. Catalog cut of proposed fence.

**WINDOWS:**

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

**SIDING:**

In the description section of the COA describe the efforts made to repair, restore and preserve the original siding material. Specify proposed material, (wood, clapboard, shakes, vinyl, other manufactured product), which areas will be sided, how the siding and all trim will be applied, the texture and dimension of proposed siding and how siding installation will protect trim details on the affected areas of the building. Include catalog cuts and/or samples of proposed siding.



Application # \_\_\_\_\_

Date Complete \_\_\_\_\_

TOWNSHIP OF HOPE  
HISTORIC PRESERVATION COMMISSION  
CERTIFICATE OF APPROPRIATENESS APPLICATION

To insure a prompt decision, please read the attached Instruction Sheet  
(pg.6), and fully complete this form digitally or print in ink.

PROPERTY:

Block \_\_\_\_\_ Lot \_\_\_\_\_

Residential, specify: \_\_\_\_\_ or Non-residential, specify: \_\_\_\_\_

Property owner: \_\_\_\_\_

Address (if different): \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

APPLICANT (If not the owner)

Name \_\_\_\_\_ Owner's Agent \_\_\_\_\_ Tenant \_\_\_\_\_ Other \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

TYPE OF APPLICATION (Check all that apply)

- Alteration  New construction/Addition  Emergency Repair  Demolition  Removal
- Minor  Determination COA is not necessary  Repair/Replacement  Paint  Sign  Excavation

Description of project (be detailed and use page 5 and additional pages if necessary):

If materials are being replaced, will they be identical to the original. Yes  No  If no, why?:

Current use of building: \_\_\_\_\_

Estimated year building was constructed: \_\_\_\_\_

Architectural Style: \_\_\_\_\_

Distinctive features - siding  roof  windows  porch(es)  gingerbread  ornamentations

Provide (if possible) a brief history of this building. Resources are available through H.O.P.E. 908-362-6210

Will the exterior surfaces be?

Painted  sanded  sided  scraped  chemically cleaned  sand blasted  cleaned

\*A certificate of appropriateness is valid for a period of two (2) years from the date of issue unless reasonable extensions are requested by the applicant or the Commission and are then granted. One (1) extension may be granted for a period of not more than two (2) years.

**CERTIFICATION AND PERMISSION:**

I hereby certify that I am either the legal property owner or am authorized by the legal property owner to make this application. I understand that if any of the above statements are willfully false, I am subject to punishment.

Additionally, I hereby grant permission for Commission members to make field observations of the exterior of the property in connection with this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Chairperson's signature: \_\_\_\_\_

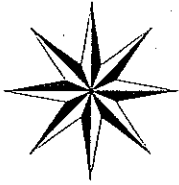
(Commission seal)

Date of approval /denial: \_\_\_\_\_

Comments or conditions:



Use this page for additional information



Please print or type the information on this COA Application and submit all required supporting materials. Complete information on the COA application process can be found in the Code of the Township of Hope Chapter 22-5.6. If you have any questions, please contact the Board Secretary at [hopehistoric@gmail.com](mailto:hopehistoric@gmail.com) or via phone at 973-271-8731 before submitting your application.

#### **ALL APPLICATIONS – DESCRIPTION OF PROJECT**

When completing the Description of Project section, please be specific and detailed. Complete information will help avoid delay in a decision on your application. Use space provided on the reverse side of the application form if needed.

#### **SUBMISSIONS**

The applicant will be responsible for submitting twelve (12) complete sets of documents for a Certificate of Appropriateness application and two copies for determination of non-necessity. Digital submissions are acceptable.

#### **ATTACHMENTS**

Please see the checklist of attachments sheet.

Note: The HPC may require the subsequent submission of such additional materials as it reasonably determines necessary to make an informed decision and has the right to defer applications containing insufficient information, as identified on the application checklist.

#### **APPEARANCE BEFORE THE HPC**

For all applications except emergency repairs and administrative approvals, the applicant must appear before the HPC for the scheduled hearing on this application and/or may be represented by an attorney or another individual who shall be authorized in writing to represent the applicant.

The HPC meets on the second Monday of the month at the Hope Township Municipal Building at 7:00 p.m.



**TOWNSHIP OF HOPE  
HISTORIC PRESERVATION COMMISSION  
ATTACHMENTS CHECKLIST**

**Include all that apply:**

Photographs of existing structure.

Dimensioned site plan or tax map indicating location of project.

Product information, with dimensions (HVAC units, light fixtures, etc.)

Product samples (shingles, siding, window sash materials, stone, etc.) (To be brought to the meeting, not submitted with application).

Paint samples.

Drawings showing current and completed project.

Brief history of the building. (Resources are available through H.O.P.E., PO Box 181, and Hope NJ 07844 or by calling 908-459-9177).

**2018 HPC MEETING SECOND MONDAY OF EACH MONTH AT 7:00 PM AT THE MUNICIPAL BUILDING**

**DEADLINE FOR SUBMISSION**

December 29, 2017  
February 2  
March 2  
March 30  
May 4  
June 1  
June 29  
August 3  
August 31  
September 28  
November 2  
November 30

**MEETING DATE**

January 8  
February 12  
March 12  
April 9  
May 14  
June 11  
July 9  
August 13  
September 10  
October 8  
November 12  
December 10