

**TOWN OF BELVIDERE  
HISTORIC PRESERVATION ADVISORY COMMISSION**

**APPLICATION FOR CERTIFICATION OF APPROPRIATENESS  
PURSUANT TO CHAPTER 300 OF THE CODE OF THE TOWN OF BELVIDERE**

**Date Received:** \_\_\_\_\_ **Application #:** \_\_\_\_\_

**Applicant(s):**

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Relationship of Applicant to property:**

Owner(s) [ ]      Lessee [ ]      Property under contract [ ]      Other [ ]

Specify Other: \_\_\_\_\_

**Owner(s) if different than Applicant:**

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Address of Property:** \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Historic Survey: \_\_\_\_\_ Fed/State Registry No.: \_\_\_\_\_

Existing use of property: \_\_\_\_\_

Describe in detail the proposed work to be done at the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the proposed work require removal or alteration of trim, molding or other architectural

features: Yes \_\_\_\_\_ No \_\_\_\_\_

Describe: \_\_\_\_\_

The proposed work shall be considered: an addition \_\_\_\_\_ an alteration \_\_\_\_\_  
restoration \_\_\_\_\_ preservation \_\_\_\_\_

Check all that apply in the proposed work:

\_\_\_\_\_ exterior \_\_\_\_\_ exterior porch flooring \_\_\_\_\_ exterior doors  
\_\_\_\_\_ exterior roof \_\_\_\_\_ exterior columns \_\_\_\_\_ exterior trim  
\_\_\_\_\_ exterior walls \_\_\_\_\_ exposed foundation walls  
\_\_\_\_\_ other (please describe) \_\_\_\_\_

Itemize deteriorated items (supply photos) \_\_\_\_\_

Is the proposed work irreversible? \_\_\_\_\_ yes \_\_\_\_\_ no

Will the exterior surfaces be:

\_\_\_\_\_ painted \_\_\_\_\_ sanded \_\_\_\_\_ sided \_\_\_\_\_ scraped \_\_\_\_\_ chemically cleaned  
\_\_\_\_\_ sand blasted \_\_\_\_\_ cleaned \_\_\_\_\_ other (please describe) \_\_\_\_\_

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

- A photograph of each elevation of the structure
- Copies of drawings, photographs, material brochures, samples, specifications or information that may be necessary to assist the Commission
- Copies of a survey, 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 lines and the front of those buildings or structures immediately adjacent to each side of the lot to be built upon.
- Copies of the facade elevation(s), if applicable, of the proposed working sufficient detail to identify the limits and location of the proposed work and the existing and proposed materials to be used.

**The Commission requires one hard copy of the application with any back-up documentation and one copy emailed to: [clerk@belvidere-nj.org](mailto:clerk@belvidere-nj.org). Please title your email**

**“Historic Application”. Hard copies can be hand-delivered or mailed to:  
Belvidere Town Hall  
Historic Preservation Advisory Commission  
691 Water Street  
Belvidere, NJ 07823**

**The Commission meets on the second Thursday of the month and applications must be submitted 14 days prior to the meeting.**

**To review the Historic Preservation Advisory Commission code visit [belviderenj.net](http://belviderenj.net). Go to Municipal Code, Chapter 300.**

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 application as his/her authorized agent. By signing this application, the owner hereby grants authorization to the Commission members, and any professional or support staff to enter the property for inspection purposes

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Signature of Applicant(s) (Print Name) Date

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Signature of Owner (if different than applicant) (Print Name) Date