

**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. 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. 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

| | | |
|---------------------------|--------------|------|
| Signature of Applicant(s) | (Print Name) | Date |
|---------------------------|--------------|------|

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