



CITY OF HOBOKEN HISTORIC PRESERVATION COMMISSION

94 Washington Street, Hoboken, New Jersey 07030

APPLICATION for CERTIFICATE OF APPROPRIATENESS

For office use only:

Date/Time Received: _____

Application No.: _____

Property Data (required):

Property Address: _____

Block: _____

Lot(s): _____

Zone District: _____

Description: _____

Applicant Information (required):

Name: _____

Address: _____

Phone: _____

E-mail: _____

Property Owner Information (required):

Name: _____

Address: _____

Phone: _____

E-mail: _____

I am the applicant proposing the work referenced herein. I do hereby certify that the information herein is correct and complete to the best of my knowledge.

I am the owner of the property for which this application is being made. I do hereby certify that the information herein is correct and complete to the best of my knowledge.

Applicant Signature: _____

Date: _____

Owner Signature: _____

Date: _____

Relationship of applicant to property:

Owner

Tenant

Contractor/Builder

Architect

Other: _____

As the Applicant, I understand that the Historic Preservation Commission or the Administrative Officer for the Commission may require additional information for my application to be considered "complete" AND that an applicant, owner or a representative must appear before the Commission at a public hearing, or my application will not be heard.

Work Proposed (check all that apply):

- Exterior: Cleaning Repointing Facade Repair Repair / Replace Architectural Elements
- Painting Window Repair / Replacement Door Repair / Replacement Signage
- Repair / Replace Sidewalk Repair / Replace Fence or Railings Repair / Replace Lighting
- Rooftop Appurtenance Fire Escape / Deck Alter Front or Side Yard / Areaway / Stoop
- Construction: New Construction or Addition Repair / Restoration Demolition

PROJECT SCOPE AND DESCRIPTION (required):

Write a detailed description of all proposed work (attach additional sheets if needed).

CHECKLIST OF ATTACHMENTS

The Historic Preservation Commission office has examples of all types of applications available for review by prospective applicants. Before submission of an application, the applicant is encouraged review these examples and discuss any questions regarding submission requirements with the Commission Secretary

REQUIRED FOR ALL APPLICATIONS:

- 3 COPIES OF APPLICATION (pages 1 and 2; all required sections completed);
- 1 ORIGINAL + 2 COPIES of a current survey (not required for sign, awning or lighting applications);
- 13 COPY SETS of all attachments; architectural drawings, schematics, samples, color swatches, et cetera;
- PHOTOGRAPHS showing existing condition of the entire building facade and close-up photos of area of work;
- 1 ELECTRONIC COPY of all attachments, either by E-mail or on CD; and
- APPLICATION FEE; check payable to the City of Hoboken (fee schedule available in the HPC office and on the city web site)

The following checklists represent typical attachments required for each application type IN ADDITION TO those noted above. If a waiver is requested for any required attachment, please supply detailed reasons for the request. Attach additional sheets if necessary.

SIGNAGE & AWNING APPLICATIONS (in addition to items required for all applications as noted above):

- Photo montage with sign and/or awning drawn or photo-manipulated in the exact location proposed;
- Proposed sign materials noted (i.e. wood, acrylic, PVC) or awning fabric sample;
- Measured drawings showing *height and width* dimensions of the storefront or first floor facade;
- Measured drawings showing *height and width* dimensions of proposed sign or awning;
- Section drawing showing *side view and projection* of proposed sign or awning from the building facade;
- Measured drawings showing the *height and width* dimensions of all copy and/or printed area (required for awnings); and
- Method of installation of sign or awning onto the facade. Note facade material.

LIGHTING APPLICATIONS (in addition to items required for all applications as noted above):

- Detail photographs of area of attachment;
- Manufacturer's information / cut sheets of fixture to be used and maximum luminous area in footcandles;
- Photo montage of proposed lighting noting where it will attach to the building; and
- Drawing indicating power supply, routing and installation.

FACADE OR STOREFRONT ALTERATIONS / RESTORATION APPLICATIONS (in addition to above items):

- Architectural drawings of a scale not less than 1/4 inch showing existing condition and proposed alterations;
- Elevation drawings of the full building facade and detail drawings of the proposed area of work;
- Detailed materials list noted on the drawings with call-outs marking location of use for each;
- Color and/or finish specification for all materials exposed to public view;
- Photo montage of the existing building facade with proposed alterations superimposed;
- Photograph of the street scape showing adjacent buildings along the same block frontage; and
- Historic photographs of the building, when available

WINDOW OR DOOR RESTORATION / REPLACEMENT APPLICATIONS (in addition to above required items):

- Photograph of each existing window or door to be altered;
- Note if the replacement proposed is of the entire window frame or sash only;
- Elevation showing full facade, as-built with existing windows;
- Elevation showing proposed windows and doors;
- Cross-section of existing window, as-built, showing head, jamb and sill;
- Cross-section of proposed window showing head, jamb and sill (manufacturer's cut sheets are satisfactory);
- Conditions statement describing the type and extent of deterioration justifying the window removal; and
- Historical photos of the building showing original windows (if existing windows to be replaced are not original)

NEW CONSTRUCTION, ADDITION OR DEMOLITION APPLICATIONS:

- A current survey of existing conditions;
- Architectural drawings and site plans showing existing condition and proposed demolition and/or construction;
- Photograph(s) of the street scape showing adjacent buildings along the same block frontage;
- Elevation drawings of the full building facade and detail drawings where applicable;
- Detailed materials list noted on the drawings with call outs marking location of use for each;
- A windows detail list and full set of specifications;
- Color and/or finish specification for all materials exposed to public view; and
- Conditions statement (for demolition only) describing the type and extent of deterioration justifying the demolition

WAIVERS REQUESTED (provide detailed reason for request, add additional sheets if necessary):
