

PRESERVATION PLAN APPLICATION
Planning Board, Borough of Rocky Hill

INTRODUCTION

This application applies to almost all exterior work, except repainting, within the Rocky Hill Historic District that is visible from the public way. Copies of this application may be obtained from the Administrative Officer (telephone: 908-359-8291) or from the Zoning Officer at the Municipal Building on Wednesdays, 3:30 p.m. to 6:00 p.m. At least three (3) copies should be filled out and returned, with all attachments to the Administrative Officer.

Minor applications will be reviewed at the regular meeting of the Planning Board, which meets on the second Tuesday of every month. Applications should be filed at least three (3) weeks before the meeting, to afford time to circulate the application to the Planning Board members for their review. Under certain conditions, minor projects may be reviewed by a three-member subcommittee of the Board. For major applications, the applicant should come before the Planning Board to present the concept to the Board for review and ask for clarification.

A schedule of fees is included in the appropriate section of the Development Regulations Ordinance (DRO) concerning historic preservation. If a fee is required, no application will be heard until it is paid.

Criteria by which the Planning Board reviews applications are included in the ordinance. For additional guidance, applicants may wish to refer to *Rocky Hill, New Jersey: Preserving a Nineteenth Century Village*. Copies of this booklet are available at the Mary Jacobs Library.

APPLICATION

Name of applicant:

Mailing Address:

Location of Property:

If the project involves an existing property, was it built before 1930? _____

Does this project also require site plan or subdivision review? _____

Please provide a brief description of the project. If more space is needed, use another sheet. State whether the project is restoration [returning a building to its past appearance], alteration, addition, or entirely new construction.

The following are checklists of required information. Please check off those being submitted with the application.

For all projects:

1. Three (3) copies _____
2. Photograph(s) of the property as it exists now _____
3. Documentation of how it will be changed in the form of a detailed description or sketch _____
4. Materials to be used
Sample _____ [only one sample of each required]
and/or
Cuts from manufacturers' catalogs _____

For projects involving increase in floor size under 50% of the existing, but deemed to have a substantial visual effect on the property please provide:

1. All items listed above, plus
2. Six (6) copies
3. Photographs showing relation of project to adjacent properties _____
4. Documentation of how property will be changed in the form of a detailed description or sketch _____
5. Dimensions of project _____
6. Site survey showing existing structures and proposed changes _____

For projects involving increase in floor size over 50% of the floor area of an existing building or new principal building on the property:

1. All items listed above, plus
2. Fifteen (15) copies
3. Documentation of project in form of well-developed drawings showing all elevations at scale and annotating materials to be used. At least two sets shall be at a scale no less than 1/8 inch=one foot _____

Date _____

Signature _____
[print name] [sign name]

Address _____
[Where may be reached]

Telephone _____
[Home] [Daytime]

Fax _____ E-Mail _____
[If any] [If any]

Section 4. Survey Plans and Drawings

Attach 12 copies of a recently dated survey prepared by a licensed land surveyor containing at least the following information [unless submitting complete plans in connection with site plan/subdivision]:

- lot dimensions
- lot area
- all adjoining public and private roads
- location of all existing and proposed buildings, driveways, parking areas, indicating all setbacks, property lines, and road lines
- any information with respect to adjoining and nearby properties which is required for proper consideration of the application

Attach 12 copies of any other drawings, sketches or other materials that will enable the Planning Board to properly consider the application (unless submitting complete plans in connection with site plan/subdivision).

If the applicant requests waiver of any requirements for a complete application, check here and indicate waiver request on the appropriate Checklist.

Section 5. Certifications

Applicant: I certify that all of the above statements, and all representations contained in the attached exhibits submitted herewith, are true.

Signature of Applicant	Date	Signature of Applicant	Date
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Authorization: (to be signed by owner(s), if other than applicant)

The undersigned owner(s) of the premises described herein, consent to the foregoing application and agree to be bound by the action taken thereon.

Signature of Owner	Date	Signature of Owner	Date
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FOR OFFICE USE ONLY:

Application determined complete on:

Deadline for Board decision:

Deadline extended to: