

FOR OFFICE USE ONLY:
Fees paid on:
Appl. Fee:
Other Fee:
Escrow:
Block/Lot:

PRESERVATION PLAN
APPLICATION

Planning Board
Borough of Rocky Hill
Somerset County, New Jersey

FOR OFFICE USE ONLY:
Application No.:
Date Received:
Date Deemed Complete:
Date Action Required:

Introduction: Rocky Hill’s Historic Preservation District was registered in the National Park Service’s National Register of Historic Places in 1982. The Historic District includes most of the properties along Washington Street, some on Montgomery and Princeton Avenues, and all on Grove Street, Park Avenue, Reeve Road and Skillman Avenue. Please consult the map of the Historic District, which is located on the Borough website at rockyhill-nj.gov under “About Rocky Hill,” and which also may be accessed at historicrockyhill.net.

Historic District Ordinances: Rocky Hill ordinances prescribe certain limits intended to preserve the character of our historic places and set forth a process to obtain approval (a “permit”) for proposed alterations to structures or sites within the District. The ordinances are found in Chapter 80 of the Code of the Borough of Rocky Hill, accessible on the Borough website (rockyhill-nj.gov) under “Government,” then “Ordinances.” These ordinances require an application for and approval of a permit before covered work can begin.

When is a Permit Required? An application for a permit must be submitted to the Rocky Hill Planning Board and approval obtained from the Board before certain exterior work may be performed on properties within the Historic District. Generally, to determine whether these requirements apply, consider the following criteria:

- Is the property located within the Historic District? (See map discussed above.)
- Will the proposed work involve the exterior of the property and be visible from a public or private street?
- Will the work involve constructing, altering, restoring, or demolishing all or part of a structure or site improvement on the property?
- Does the work involve more than ordinary maintenance or painting?

Consult Rocky Hill Ordinance §80-22 for the exact criteria, but, if the answers to the four questions were all in the affirmative, it is highly probable that an application for approval is required. Within the historic district, “ordinary maintenance” requires that the repair occur without “any change in the visible materials and finishes used” and that replacement elements and materials, such as windows and siding, must be “in-kind” to that which is being replaced; a departure may require a permit. See the definition in Ordinance §80-3.

How and Where to File: Preservation Plan Applications are available from the Zoning Officer during Borough office hours (3:30 to 6:00 pm on Wednesdays) at the Borough Hall, 15 Montgomery Ave., Rocky Hill, NJ. (609) 924-7445. This form is also available for download from the Rocky Hill website under “Forms.”

It is recommended that the applicant discuss the project with the Zoning Officer for Rocky Hill, who is the Administrative Officer of the Planning Board, before filing an application and before any filing fee or escrow deposit would be required. This conversation is non-binding but intended to assist the applicant in understanding the permit process and anticipating the expenses, requirements, and possible complexities of the permit process. For major preservation permits, it also is recommended, but not required, that the applicant appear before the Planning Board for an informal concept review before filing a formal application. (Note: major and minor plans are defined in Ordinance §80-3; the filing requirements are set forth in Ordinance §80-40.)

The completed form, payment of fees and any initial escrow deposit, supporting documentation, and required copies should be delivered to the Borough Office at the above address or mailed to the Borough at PO Box 188, Rocky Hill, NJ 08553. If the applicant is a corporation, partnership, or LLC, the applicant must have an attorney and the attorney’s name must be included in the application, although the application is not required to be filed by an attorney.

Fees and Costs: The schedule of fees is set forth in Ordinance §80-7F. In addition to the application fee, an initial escrow deposit will be required to cover the costs of professional services, such as engineering, legal, planning, and any other expenses incurred in the Board’s review. The escrow deposit must be replenished to cover additional and ongoing expenses as the review proceeds. A failure to do so will result in a denial of the application. Please review carefully the Ordinance §80-7 in its entirety and the certification on the application must be signed (appended below).

Due Dates: The Planning Board meets and hears applications on the third Thursday of each month. Applications must be filed at least three weeks prior to the Board hearing to allow time for review; supplemental material, if requested, is due 10 days before the hearing. In addition, major preservation plan applications require proof that all property owners within 200 feet of the property that is the subject of the hearing were notified at least 10 days prior to the hearing of the date, time, place of the hearing and of the work being proposed. A failure to meet these due dates may delay a hearing on the application until the following month.

Hearings: The Planning Board hears and adjudicates applications for major preservation plan permits and preservation plan permits filed in conjunction with a development plan. Applications for minor preservation plan permits in most cases will be reviewed by the Historic Subcommittee.

Hearings are public and members of the public and interested parties have opportunities to address the Board and, at the discretion of the Chair, to question witnesses. Witnesses

PRESERVATION PLAN APPLICATION

Name of Applicant: _____

Address of Applicant: _____

Mailing Address, if different from above: _____

Telephone Number(s): _____

Fax Number: _____ E-Mail _____

Name, Address and Contact Information of Applicant's Attorney

Owner of Property, if different from above: _____

Property Address: _____

Block & Lot Number: _____

Zoning District: _____

If the project involves an existing building, was it built before January 1, 1930?

Yes [] No []

Does the project also require site plan or subdivision review?

Yes [] No []

Does the project involve partial or total demolition of existing structures?

Yes [] No []

A checklist of items that must be filed for this application to be deemed complete appears on the next page of this form.

Please provide a brief description of the project below. If more space is needed, please use an additional sheet. State whether the project is restoration, i.e., returning the building to its prior appearance, alteration, addition, demolition or entirely new construction.

DESCRIPTION OF PROJECT: Additional pages may be filed if necessary.

