

**Borough of West Cape May
732 Broadway
West Cape May, New Jersey 08204**

(609) 884-1005 x 105

Norm Roach, HPC Admin. Officer
nroach@westcapemay.us

**HISTORIC PRESERVATION COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

- Application for C of A for Permit for Minor Work
 Application for Certificate of Appropriateness

Block: _____ Lot: _____ HPC Application #: _____

Property Address: _____

Common Name of Property: _____

Applicant Name and Mailing Address: _____

Telephone #: _____ E-Mail: _____

Property Owner Name and Mailing Address: _____

Telephone #: _____ E-Mail: _____

Form of Ownership: Individual Partnership Corporation
 Government Non-Profit Utility

If applicant is not the owner, state applicant's authority to present this application and his/her specific interest in the application (i.e.: agent for owner, equitable interest, agreement of sale, etc.):

Present Use: _____ Proposed Use: _____

Number of Stories: _____ Size of Property: _____

Type of Building Construction: Brick Frame Other

Surrounding Property Usage (your neighbors):

North: _____

East: _____

South: _____

West: _____

Has any previous application been filed in connection with this property? Yes No

If Yes, please list name and application number under which is was filed:

Identify Nature of Proposed Work:

- | | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Excavation | <input type="checkbox"/> Relocation | <input type="checkbox"/> Repair |
| <input type="checkbox"/> Replacement | <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Other: _____ | |

Current Condition of Affected Areas (existing materials and finishes):

Proposed Work Program (attach additional sheets if necessary, provide samples if possible):

A. Describe Proposed Work:

B. Materials and Construction Methods and/or Landscaping to be used:

C. Will the proposed wok match the existing architectural details? Explain.

Please check the appropriate box as it pertains to your legal representation:

[] I am not represented by an attorney in connection with this application.

[] I am represented by the following attorney in connection with this application:

Name: _____

Address: _____

Phone Number: _____

E-Mail: _____

CERTIFICATION: I hereby certify that the above statements made and contained in this application, including any attachments, are true and correct to the best of my knowledge and belief. I further understand that any falsification of information may be considered reason to deny this application.

NOTE: If the applicant is other than the owner, then the owner must countersign this application indicating his/her concurrence.

Applicant's Signature and Date

Owner's Signature and Date

Co-Owner's Signature and Date

Name - person in charge of work

Phone Number – person in charge of work

Title – person in charge of work

E-Mail – person in charge of work

****IMPORTANT****

All applicants must comply with the documentation requirements and notice requirements in the West Cape May Historic Preservation Guidelines and West Cape May Ordinance 378-07. Only complete applications will be considered. Applications for a Certificate of Appropriateness must be deemed complete by both the West Cape May Administrative Officer and the West Cape May Historic Preservation Commission. All documentation becomes part of the public record. Upon receipt of a complete application, the applicant for a Certificate of Appropriateness will be notified of a public hearing date. It is the applicant's responsibility to notify the public of the hearing. All applicants for a Certificate of Appropriateness must comply with all notice requirements prior to the public hearing. See Section D of the Guidelines "Notice Requirements for a Certificate of Appropriateness Application". PLEASE NOTE: Applicants for a Permit for Minor Work are exempt from the Notice Requirements.

**BOROUGH OF WEST CAPE MAY
HISTORIC PRESERVATION COMMISSION GUIDELINES FOR
CERTIFICATE OF APPROPRIATENESS APPLICATION**

SECTION A. Documentation Requirements for a Certificate of Appropriateness Application

FOR A PERMIT FOR MINOR WORK

Documents required to be submitted with a Certificate of Appropriateness Application include, but are not limited to:

1. A completed Certificate of Appropriateness Application for Minor Work, signed by applicant, with payment of the application fee submitted to the Administrative Officer of the West Cape May Historic Preservation Commission.
2. Applicable supporting documents, drawings, and/or pictures of the proposed minor work with the Certificate of Appropriateness Application for Minor Work.
3. Applicants for a Certificate of Appropriateness for Permits for Minor Work are not required to comply with Historic Preservation Commission Guidelines B, C, D, or E.
4. Minor work
 - a. Does not involve demolition, relocation or removal of an historic building, resource, or structure;
 - b. Does not involve an addition to a property in an historic district or new construction in an historic district;
 - c. Is a request for approval of fences, signs, lighting, doors, windows, roofs, paving, exterior sheathing or streetscape work that will comply with the adopted design guidelines for the improvement proposed where a specific guideline applies and that will not substantially affect the characteristics of the historic site or the historic district;
 - d. Is a request for a field change for a Certificate of Appropriateness that has already been issued and that meets the criteria of subparagraph c.

**BOROUGH OF WEST CAPE MAY
HISTORIC PRESERVATION COMMISSION
FEE SCHEDULE**

- | | |
|--|---------------------------|
| 1. Permit for Minor Work
(i.e.: review by a committee of the HPC) | Application Fee: \$35.00 |
| 2. Certificate of Appropriateness
(i.e.: review by the full HPC) | Application Fee: \$135.00 |

A check for the application should be made payable to:
“Borough of West Cape May HPC”

**ESCROW FEE
\$500**

A separate check for escrow should be made payable to:
“Borough of West Cape May”

In the event that the escrow account must be replenished, the Historic Preservation Commission will send written request to the applicant to supply additional funds within ten (10) business days of the request.

A completed, signed W-9 Form is also required with the Escrow Fee.

**BOROUGH OF WEST CAPE MAY
HISTORIC PRESERVATION COMMISSION
MATERIALS CHECK LIST**

APPLICANT MUST CHECK OFF THE ITEMS LISTED BELOW THAT RELATE TO THE CONSTRUCTION PROJECT AND FURNISH THE MODEL/SERIES #, TYPE, DETAIL AND MATERIALS TO BE USED WHERE APPLICABLE. ANY DEVIATION FROM THE APPROVED MATERIALS WILL REQUIRE ADDITIONAL HPC REVIEW. PLEASE TYPE OR PRINT CLEARLY AND SUBMIT WITH ARCHITECTURAL PLANS/WORKING DRAWINGS.

Address: _____ Block: _____ Lot: _____

- ROOF _____
- FACIA _____
- SOFFITS _____
- SIDING _____
- WINDOWS _____
- WINDOW TRIM _____
- DOORS _____
- COLUMNS _____
- RAILINGS _____
- DECKING _____
- FOUNDATION _____
- HVAC ENCLOSURE _____
- OUTSIDE SHOWER ENCLOSURE _____
- DRIVEWAYS/WALKWAYS _____
- FENCE _____
- EXTERIOR LIGHTING _____
- SHED/OUTBUILDING _____
- GARAGE (siding, windows, doors) _____

Applicants Signature: _____

Date: _____

HPC Approval: _____