

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

(609) 884-1005 x 105

Norm Roach, HPC Admin. Officer
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**HISTORIC PRESERVATION COMMISSION
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
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

Instructions for Filing Application for a Certificate of Appropriateness

1. Pursuant to the Borough of West Cape May Ordinance 378-07, any work to a locally designated historic landmark location in the municipality, or any work affecting a building and/or structure located in the Historic District, which involves new construction, demolition, relocation, changes in the exterior appearance including alternations, renovations, new signs, exterior lighting, excavation or ground disturbance, must be reviewed by the Historic Preservation Commission for issuance of a Certificate of Appropriateness.
2. Applications will be available at the West Cape May Borough Hall. All documentation required by Ordinance 378-07 and the West Cape May Historic Preservation Commission Guidelines must be submitted with the application to the Administrative Officer. The Administrative Officer will forward an application to the Historic Preservation Commission to determine if additional information is required. The Historic Preservation Commission shall have ten (10) business days to determine if additional information/documentation is required. An application for Certificate of Appropriateness must be deemed complete by both the Administrative Officer and the Historic Preservation Commission.

Once the application is deemed complete by both the Administrative Officer and the Historic Preservation Commission, the review period will commence and the secretary of the Historic Preservation Commission will schedule the hearing. The hearing shall be recorded. The cost of recording the hearing shall be the responsibility of the applicant.

3. Documentation required by the Ordinance and the West Cape May Historic Preservation Commission Guidelines must be completed and submitted with the application. Incomplete applications will not be scheduled for a hearing.
4. For an application for a Demolition Certificate of Appropriateness based on economic hardship, a claim of economic hardship shall accompany an application. All documentation becomes part of the public record and is subject to verification.
5. The applicant or a duly authorized agent with power of attorney for the applicant must be present at the scheduled hearing. All corporations shall be represented by an attorney. Written confirmation of the date, time and place of the hearing will be provided. Any application which is not properly represented shall be rescheduled. Any costs incurred as a result of rescheduling due to improper representation shall be charged to the applicant. A continuance of the application to the next meeting's agenda may be permitted upon the applicant's written request and/or consent. Any continuation will automatically extend the review period by the number of days of the continuance.

6. Issuance of a Certificate of Appropriateness does not automatically mean a final approval of a specific proposal. Other Municipal, County or State approvals may be required. It is recommended that the applicant consult with the Borough's Administrative Officer, to determine what, if any, other approvals, permits and/or inspections may be required by the Borough of West Cape May.
7. A Certificate of Appropriateness is valid for one (1) year from the date of issuance. Work must commence or be in the ongoing process within said time frame in order for the Certificate of Appropriateness to remain valid. If no activity has transpired within the one (1) year time frame, the Certificate of Appropriateness shall become null and void. Extensions may be granted by the Historic Preservation Commission on a case by case basis. The applicant must petition the Commission prior to the expiration date.
8. If an application for a Certificate of Appropriateness is denied, the applicant may appeal to the Borough of West Cape May Planning Board within thirty (30) days of the written decision.

****IMPORTANT****

All applicants must comply with the requirements in the West Cape May Historic Preservation Commission Guidelines and Ordinance 378-07

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

NOTICE OF PUBLIC HEARING TO PROPERTY OWNERS

NOTICE is hereby given that the undersigned has applied to the Borough of West Cape May Historic Preservation Commission for the following:

Property is known as: Block _____ Lot _____ or also known as

(Street address)

West Cape May, New Jersey

You are in receipt of this notice because the above referenced property is within two hundred (200) feet of the property owned by you.

A hearing will be held on this application by the Historic Preservation Commission of the Borough of West Cape May, at Borough Hall, 732 Broadway, West Cape May, New Jersey, on _____ at 7:00pm.

All members of the public will have an opportunity to offer comments and/or ask questions regarding this proposal. For those who are in opposition to the proposal, you have the right to obtain an attorney to represent you, although this is not a requirement, and would be at your expense.

The file and plans of the proposal may be inspected in the office of the Historic Preservation Commission, West Cape May Borough Hall, 732 Broadway, West Cape May, New Jersey during the hours of 10:00 am to 2:00 pm, Monday through Friday. If you have any questions, you may contact the Commission at 609-884-1005, extension 105.

Date: _____

Applicant's Name: _____

Address: _____

****It is recommended for those members of the public who plan to attend the public hearing on a specific application, that the HPC office be contacted on the day of the meeting to inquire if any changes have been made to the schedule.****

Section B. Documentation Requirements for a Certificate of Appropriateness Application

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

1. A completed Certificate of Appropriateness Application form, signed by applicant, with payment of the application fee and escrow when required submitted to the Administrative Officer of the West Cape May Historic Preservation Commission
2. A written, detailed description of the proposed project and all materials that will be used
3. Photographs of the existing condition showing all elevations, close-up of details and relationship to surrounding structures. Photographs must be at least 4x6 inches and labeled with street address, compass directions and date.
4. Photographs of the existing streetscape
5. Drawings of existing and proposed condition including plans, elevations, sections and details showing the location of the proposed work in relation to other structures on the property and to the property lines
6. Catalogue cuts of all proposed products, if available
7. Samples of materials that will be used, if available

Section D. Notice Requirements for a Certificate of Appropriateness Application

Hearings relating to applications for a Certificate of Appropriateness shall be public hearings advertised in the manner provided by N.J.S.A. 40:55D-1 et.seq. In these cases, the applicant shall be responsible for providing the required legal notice in accordance with the law and shall submit the following:

1. Personal Notice:
At least ten (10) days prior to the public hearing the applicant must give written notice to all owners of property within two hundred (200) feet by sending written notice of the hearing, via certified mail, to the last known address of the property owner as shown on the tax list and a separate copy to the West Cape May address if different from the address of the owner. All addresses shall be obtained by the applicant from the current tax records of the Borough of West Cape May.
2. Public Notice:
At least ten (10) days prior to the date of the hearing, the applicant must publish a notice of the hearing in the borough newspaper of record and one (1) other newspaper of general circulation in the municipality. Contents of notice of hearing must include, but not be limited to, the date, time and place of the hearing, the nature of the matters to be considered, identification of the property by street address, lot and block numbers as shown on the current tax duplicate in the

office of the municipal tax assessor, and the location at which any maps and documents for which approval is sought are available.

3. Affidavit of Services (proof of mailing) and Affidavit of Publication (public notice):
At least three (3) days prior to the day of the hearing, shall be submitted to the Historic Preservation Commission for verification. The commission is located at 732 Broadway, West Cape May, New Jersey 08204.
4. Notice on Property for Demolition Applications Only
Notice of proposed demolition shall be posted on the premises of the building, place or structure throughout the notice period in a location that is clearly readable from the street. The posted notice shall remain in place for a period of one (1) year for residential properties and two (2) years for commercial properties.

Section E. Miscellaneous Requirements for a Certificate of Appropriateness Application

- 1) Applications will be available at the West Cape May Borough Hall. All documentation required by Ordinance #378-07 and the West Cape May Historic Preservation Commission Guidelines must be submitted with the application to the Administrative Officer. The Administrative Officer will forward an application to the Historic Preservation Commission to determine if additional information is required. The Historic Preservation Commission shall have ten (10) business days to determine if additional information/documentation is required. An application for a Certificate of Appropriateness must be deemed *complete* by both the Administrative Officer and the Historic Preservation Commission.

Once the application is deemed complete by both the Administrative Officer and the Historic Preservation Commission, the review period will commence and the secretary of the Historic Preservation Commission will schedule the hearing. The hearing shall be recorded. The cost of recording the hearing shall be the responsibility of the applicant.

- 2) The applicant is responsible for the entire cost of the hearing. The Historic Preservation Commission secretary will establish an "escrow account", and the applicant will supply a check to the order of the Borough of West Cape May. The check will be deposited in an account entitled "Historic Preservation Commission Special Account". In the event the account must be replenished, the Historic Preservation Commission will send a written request to the applicant to supply additional funds within ten (10) business days of the request. The Historic Preservation Commission will issue a detailed account of the monies spent upon request. Any remaining funds will be returned to the applicant upon written request.
- 3) The applicant or a duly authorized agent with power of attorney for the applicant must be present at the scheduled hearing. All corporations shall be represented by an attorney. Written confirmation of the date, time and place of the hearing will be provided. Any application which is not properly represented shall be rescheduled. Any cost incurred as a result of rescheduling due to improper representation shall be charged to the applicant. A continuance of the application to the agenda of the next meeting may be permitted upon the

written request and/or consent of the applicant. Any continuance will automatically extend the review period by the number of days of the continuance.

- 4) An applicant may apply for an economic hardship exemption. Financial information, including but not limited to the following must be submitted:
 - a. Form of ownership of the property, including names and addresses of the owners
 - b. The fair market value of the property as determined by two (2) New Jersey licensed appraisers
 - c. The amount paid for the property, the date of purchase, and the name of the seller, including the relationship between the applicant or owner of record and the party from whom the property was purchased
 - d. The price asked for the property and any offers received in the previous three (3) years
 - e. If the property is commercial or income-producing, the gross annual income from the property for the past three (3) years, the depreciation deduction and annual cash flow before and after debt service for the previous three years
 - f. The remaining balance on any mortgage or other financing secured by the property and the annual debt service for the past three (3) years
 - g. If making a claim of economic hardship, additional financial information may be required, including the past and present tax information of the applicant.
 - h. Any other information that the Historic Preservation Commission deems necessary for its determination

BOROUGH OF WEST CAPE MAY HISTORIC PRESERVATION COMMISSION

PROCEDURE

ALL residents within the Historic District must submit an application to the Historic Preservation Commission. This includes EVERY HOUSE, contributing, non-contributing, new. The only exceptions are for ordinance maintenance and repair.

1. Does the applicant for a Certificate of Appropriateness want an informal meeting before submitting an application? If so, please advise the HPC by telephone and a meeting will be scheduled within fifteen (15) days.
2. Upon delivery of application to the Administrative Officer, fees and escrow will be collected. Minor applications require a fee only. Fees and escrows should be delivered to the Administrative Officer.
3. The Administrative Officer will forward the completed application to the HPC. Once the HPC determines that the application is complete, a public hearing date is scheduled. A copy of the public hearing date will be given to the Administrative Officer.
4. Applicant must deliver proof of mailing to the Administrative Officer no later than three (3) days prior to the public hearing. The proof of mailing should be in the file on the Monday before the Thursday hearing. Proof of mailing is only needed for Certificate of Appropriateness, not for a minor application.
5. If the HPC approves a Certificate of Appropriateness, a Resolution will be delivered to the Administrative Officer within five (5) days. The Administrative Officer forward the Resolution to the Planning Board and Construction Official.
6. If the HPC approves a minor application, a motion will be delivered to the Administrative Officer within five (5) days and the Administrative Officer will then issue a permit