

DEVELOPMENT REGULATIONS AND ZONING ORDINANCE

DRZ Attachment 8

Township of Millburn

Schedule H
Checklist C - Historic Preservation

Development Regulations and Zoning Ordinance
Section 425.3, Checklist C –
Historic Preservation

An application before the Historic Preservation Commission shall not be considered complete until all the material and information specified below has been submitted, unless a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application.

Name of Applicant: _____ Application No. _____
Street Address: _____ Date Filed _____
Applicant Email Address: _____

REQUIRED DATA AND INFORMATION

C - Complete
I – Incomplete
WR – Waiver Requested

	C	I	WR
1) A complete application for a certificate of appropriateness shall include the following items:			
a) Property information, including zone of property and block/lot.	[]	[]	[]
b) Applicant and owner contact information.	[]	[]	[]
c) Application fee and escrow fee (if required) paid to the Township of Millburn.	[]	[]	[]
d) Applicant’s verification signature and owner’s authorization signature.	[]	[]	[]
e) Photographs showing existing condition of the entire building façade; and	[]	[]	[]
f) Close-up photographs showing details of the area of work.	[]	[]	[]

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	C	I	WR
g) Digital copy of all plans submitted by Applicant.	[]	[]	[]
2) Signage and awning applications must also include the following:			
a) Photo montage with sign or awning drawn or photo-manipulated/ photoshopped in the exact location proposed.	[]	[]	[]
b) Proposed sign material noted (i.e., wood, acrylic, PVC) or awning fabric sample and measured drawings showing height and width dimensions of proposed sign or awning (see Figure 2).	[]	[]	[]
c) Section drawing showing side view and projection of proposed sign or awning from the building façade and method of installation of sign or awning onto storefront or sign band. Note the storefront material (for brick buildings, signs should be attached in the mortar); and	[]	[]	[]
d) Dimensions and size calculations of proposed signage for zoning compliance.	[]	[]	[]
3) Lighting applications must also include the following:			
a) Detail photographs of area of attachment;	[]	[]	[]
b) Manufacturer’s information/cut sheets of type of fixture to be used.	[]	[]	[]
c) Photomontage of proposed lighting, showing where it attaches to the building; and	[]	[]	[]
d) Details showing dimensions of proposed light fixtures including the distance the lights will project from the facade, height above the street or sidewalk, any supports or framing; location of electrical conduits, and how the light fixtures will be mounted to the exterior wall.	[]	[]	[]
4) Window applications must also include the following:			
a) Photographs of each existing window to be altered.	[]	[]	[]
b) Note if the replacement proposed is of the entire window frame or sash only.	[]	[]	[]
c) Photo or drawing showing as-built/existing windows to be replaced, including a cross-section of existing window as-built, showing head, jamb and sill.	[]	[]	[]

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d) Details showing proposed windows, including a cross-section of proposed window showing head, jamb and sill (manufacturer’s cut sheets are acceptable if they show dimensions).	[]	[]	[]
e) Documentation about the original windows, photographs or typical windows for the historic period (if available and only necessary if the existing are not historic windows); and	[]	[]	[]
f) Conditions statement describing the type and extent of deterioration justifying the window removal.	[]	[]	[]
5) Applications for new storefronts, façade alterations/restorations or new construction/additions must also include the following:			
a) Existing site plan or detailed survey drawing.	[]	[]	[]
b) Proposed site plan with color graphics to differentiate new from existing.	[]	[]	[]
c) Photographs of the existing structure, with “detail” photos of the specific facades and architectural features (doors, windows, railings, siding, roofing, paving, etc.) that are to be altered or repaired; If the proposed project is within any historic district, applicants must include photographs of adjacent structures and the existing streetscape taken from across the street.	[]	[]	[]
d) Existing exterior elevation drawings.	[]	[]	[]
e) A complete set of working drawings for the proposed project, and, in the case of an addition, elevation drawings that show the proposed addition together with the existing structure. Scaled construction drawings showing proposed alterations of the relevant façade(s) and architectural features. If the proposed project is located within a historic district, applicants must include a streetscape elevation and/or a color rendering showing the new development in the context of neighboring buildings, structures, and sites. Three-dimensional models are optional.	[]	[]	[]
f) Photo montage, renderings, and color elevation drawings of the proposed façade(s).	[]	[]	[]

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g) Descriptions of the materials, size, and spacing of architectural features that are to be altered or repaired, their present condition, and the reasons for their proposed alteration or repair.	[]	[]	[]
h) Detailed specifications, cut sheets, manufacturer’s product information, and mock-up boards for all proposed exterior materials and color palettes, including dimensions, compositions, application methods, and recommended uses; samples of the proposed materials may be required.	[]	[]	[]
i) Specifications, cut sheets, and manufacturer’s product information for all exterior lighting proposed.	[]	[]	[]
j) Specifications for any proposed masonry patching, brick repointing, mortar analysis, brick replacement, and façade cleaning.	[]	[]	[]
k) Specifications, cut sheets, and manufacturer’s product information for any proposed exterior coatings, waterproofing measures, or chemical solutions to be applied.	[]	[]	[]
l) Scaffolding drawings (if applicable).	[]	[]	[]
6) Relocation of Existing Structures must also include the following:			
a) Photographs of the existing structure and adjacent buildings, and the proposed relocation site and its adjacent buildings.	[]	[]	[]
b) Statement of the need / purposes for the proposed relocation, and any alternatives to relocation that were considered by the applicant.	[]	[]	[]
c) Estimated damage to the structure or loss of any of its architectural elements that may result from the proposed relocation (if any alterations are proposed to the structure after relocation, applicant must meet the requirements of the sections above.	[]	[]	[]
d) Description of the relocation process and timeframe, including moving the building intact; numbering and disassembling; and storage security before reassembly; and	[]	[]	[]
e) Site plan for the existing structure, as well as the site plan for the structure on the proposed relocation site.	[]	[]	[]

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7) Demolition of Structures must also include the following:			
a) Complete photography record of all exterior elevations, interior spaces, and important details of all existing structures and any adjacent properties.	[]	[]	[]
b) Statement of the need/purposes for the proposed demolition.	[]	[]	[]
c) In any instance where there is a claim of no other alternative to demolition, the applicant shall provide written documentation of good faith attempts to sell the building at a reasonable and comparable amount or to offer it without charge to purchasers willing to move the building to another location and preserve, rehabilitate, relocate, or restore the building. A reasonable and comparable sales price shall be indicated by providing evidence such as recent appraisals, comparable values of properties similar to the building proposed to be demolished or other evidence the commission deems acceptable.	[]	[]	[]
d) Written and pictorial record of the building's history and architectural features for archival purposes, including, without limitation, the dates of original construction of the building or structure to be demolished, original documents, maps, drawings, photographs, the square footage or dimensions of the building or structure to be demolished, a brief description of the materials, configuration and use of the existing building or structure, significant events and occupants associated with the history of the building or property, architectural features, and a description of the building through photographs, plans, and maps.	[]	[]	[]
e) Archaeological study of the property before and/or during demolition if the property falls within the area demonstrated to have a medium or high probability to contain archaeological resources; and	[]	[]	[]
f) Preservation or Salvage of Architectural Elements and photographic Documentation: The Building Department can provide applicants with local service directories of salvage centers.	[]	[]	[]