



Borough of Tenafly

100 Riveredge Road
Tenafly, New Jersey 07670



Application for **CERTIFICATE OF APPROPRIATENESS** for Preservation of Historic Landmarks

Please print or type:

1. Property Location and Legal Description:

Address: _____ Existing No. of Units: _____

Block: _____ Lot: _____ Zone: _____ Building Age: _____ Proposed No. of Units: _____

2. Applicant's Name: _____ Phone Number: _____

Applicant's Address: _____

_____ E-mail: _____

Property Owner: _____ Relationship of Applicant to Property:

Owner Attorney Architect Contractor Other, specify: _____

*Unless otherwise requested in writing by the owner, all correspondence will be with the above-named applicant.

*If your application is deemed to be a "Major Application", you and your representative are encouraged to be present at the meeting of the Commission. You will be notified of the meeting date, time and location and will be required to notify the public of your application.

3. Nature of proposed exterior work (Check one or more and circle individual items as applicable.)

- New Construction (including additions).
- Door; Window, such as sash alteration or replacement (i.e. 2-over-2, 1-over-1) _____ over _____.
- Siding: vinyl, shingle, clapboard, stone.
- Roof: replacement of roofing material, gutters, leaders, finials, fascia, soffits.
- Alteration to porch: columns, floor, ceilings, railings, scrollwork.
- Painting: Major color, placement _____ Minor colors, placement _____
- Signs: Colors _____ Size _____ Lighted: Yes No
- Demolition: Entire structure _____ Partial structure _____
- Removal of Structure or Object: _____
- Other: driveways, curbs, sidewalks, patios, chimneys, lighting, fences, stairs, fire escapes, walls, landscaping.

Please submit a current property survey and describe your proposed work as simply and accurately as possible. Use the submittal criteria below to guide you in your description. Be sure to indicate colors and materials to be used and their location(s). Accurate drawings and photographs are required. (Attach extra pages as needed.)

Attach front view photograph of subject structure here. (Attach photographs of all affected areas on additional pages, as applicable.)

ADDITIONAL INFORMATION TO BE SUBMITTED WITH APPLICATION

1. Exterior Alterations or Repairs

Describe clearly and in detail work to be done. Include the following items where appropriate:

- A. For siding or roofing, provide manufacturer's illustration of materials and color samples. (Include existing dimensions of siding overlap and width. Describe existing roofing material such as color and overlap or width. For slate roof, provide close-up photo or sketch.)
- B. For painting, provide color samples and description of placement of color.
- C. For window, porch or railing replacement, provide dimensioned drawings and manufacturer's catalog pictures. If using stock materials, include description of damaged material to be replaced along with a photograph documenting the damaged original material.
- D. For other categories, provide description of material, sizes and color of existing conditions and proposed changes.

2. New Construction and Additions

Describe the nature of the proposed project and include the following items where appropriate:

- A. Site plan with measured distances.
- B. Elevation drawings at 1/8 to 1/4 inch scale of each affected facade and specifications which clearly show the exterior appearance of the project.
- C. Photographs of adjacent properties.
- D. Landscape plan.
- E. Color scheme of the exterior.
- F. Samples or other description of materials to be used on the exterior.
- G. Drawing or other description of site improvements: fences, walls, walks, lighting, pavement, etc.
- H. Photographs of adjacent properties (for properties in districts.)

3. Demolitions

Describe the structure and provide the following information, including photographs of all facades:

- A. The structure's architectural/historic importance.
- B. Any unique materials or craftsmanship found in the property.
- C. Condition of the structure.
- D. Reason for demolition and impact of demolition on the Historic District or neighborhood in which it is located.
- E. Contact the Commission Chairman for information regarding the procedure for a demolition hearing.
- F. In addition to the above information, the applicant must be prepared to address all of the *Standards of Consideration* for Demolitions listed in Ordinance 35.807.10, provided below.

4. Removal of Structures or Objects

Describe the structure or object and provide the following information, including photographs of all facades:

- A. Current and proposed location of the structure or object.
- B. Proof of ownership of the structure or object.
- C. In addition to the above information, the applicant must be prepared to address all of the *Standards of Consideration* for Removals listed in Ordinance 35.807.10, provided below.

35-807.10 - Standards of Consideration.

In making its determinations and recommendations, the Historic Preservation Commission shall take into consideration specific standards, as set forth below.

a. Demolitions. *In regard to an application to demolish a landmark or any improvement within a landmark district, the following matters shall be considered:*

1. *Its historic, architectural, archeological, cultural and/or scenic significance;*

2. *Its use;*
3. *Its importance to the Borough and the extent to which its historical, architectural or archaeological value is such that its removal would be detrimental to the public interest;*
4. *The extent to which it is of such old, unusual or uncommon design, craftsmanship, texture or material that it could not be reproduced or could be reproduced only with great difficulty.*
5. *The extent to which its retention would promote the general welfare by maintaining real estate values, generating business, creating new jobs, attracting tourists, students, writer, historians, artists and artisans, attracting new residents, encouraging study and interest in American history, stimulating interest and study in architecture and design, educating citizens in American culture and heritage, or making the Borough a more attractive and desirable place in which to live.*
6. *If it is within a landmark district, the probable impact of its removal upon the ambience of the landmark district.*

b. Removals Out of the Borough. *In regard to an application to move an historic landmark to a location outside of the Borough, the following matters shall be considered:*

1. *The historic loss to the site of the original location;*
2. *The compelling reasons for not retaining the landmark at its present location;*
3. *The proximity of the proposed new location to the Borough, including the accessibility to the residents of the Borough and other citizens;*
4. *The probability of significant damage to the landmark itself, as a result of the move;*
5. *The applicable matters set forth in subsection 35-807.10a.*

c. Removals Within the Borough. *In regard to an application to move an historic landmark in a landmark district to a location within the Borough, the following matters shall be considered in addition to the matters set forth in subsection 35-807.10b.*

1. *The compatibility, nature and character of the current and of the proposed surrounding areas as they relate to the intent and purpose of this section,*
2. *If the proposed new location is within a landmark district, the visual compatibility factors as set forth in subsection 35-807.10g.*

d. Visual Compatibility Considered for Additions or Removals. *In regard to an application to move a landmark or structure within a landmark district, or a landmark, a visual compatibility of the proposed structure with the structures and surroundings to which it would be visually related shall be considered in terms of the visual compatibility factors as set forth in subsection 35-807.10g.*

e. Considerations on Other Actions. *In regard to an application for other approval of any proposed action, as set forth in subsection 35-807.8.*

1. *If a landmark or a structure in a landmark district is involved:*
 - (a) *The impact of the proposed change on its historic and architectural character;*
 - (b) *Its importance to the Borough and the extent to which its historic or architectural interest would be adversely affected to the detriment of the public interest, and*
 - (c) *The extent to which there would be involvement of textures and materials that could not be reproduced or could be reproduced only with great difficulty.*

2. *The use of any structure involved.*
3. *The extent to which the proposed action would adversely affect the public's view of a landmark or structure within a landmark district from a public street.*
4. *If the application deals with a structure within a landmark district, the impact of the proposed change would have on the character and ambience of the landmark district and the structure's visual compatibility with the buildings, places and structures to which it would be visually related in terms of the visual compatibility factors set forth in subsection 35-807.10g.*

Applicant's Signature

Date

please do not write below this line

Approved **Approved with Conditions** **Deferred** **Denied** [Ordinance section(s): _____]

- 1.
- 2.
- 3.
- 4.
- 5.

Chairperson

Date