



**BOROUGH OF GLEN RIDGE
HISTORIC PRESERVATION COMMISSION
APPLICATION FOR PROJECT APPROVAL**

Date Submitted: _____
Date of Meeting: _____
Note: Applications are due at least ten (10) days prior to meeting.

Please complete the Glen Ridge Historic Preservation Commission (Commission) application in full and provide any supplemental materials as noted in the Instructions below. For questions or concerns regarding the completion of this application, contact the Commission's Consultant at hpc@glenridgenj.org or 973 748 8400 ext. 238.

Property Address: _____

Block: _____ Lot: _____

Owner's Name: _____

Address: _____

Phone Number (Home): _____ (Work or Cell): _____

E-mail: _____

Contractor (if any) Name: _____

Address: _____

Phone: _____ EXT. _____ Contact Person: _____

E-mail: _____

Architect (if any) Name: _____

Address: _____

Phone: _____ EXT. _____ Contact Person: _____

E-mail: _____

Preferred Contact for Building Dept. / Commission:

Owner

Contractor

Architect

E-mail

Phone



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COMMISSION MEETING INSTRUCTIONS

The Commission welcomes your contractor, architect or other expert with you at the meeting, particularly if there may be technical questions that will be difficult for you to answer. We prefer that you be present in all cases, so that you can react to suggestions made by the Commission and decide whether to accept changes that the Commission might propose. The Commission will not consider your application if neither you nor your agent is present.

If for some reason you cannot attend the Commission meeting, your representative (contractor or architect) you must complete the attached form: *Designation of Representative of Property Owner to appear at a Monthly Historic Preservation Commission Meeting*. This form needs to be submitted either with the application or at the meeting.

At the meeting, the Commission will need a sample of the new roofing, siding, or other materials relevant to the project and that will facilitate the review.

ADVICE FOR APPLICANTS

The Commission encourages applicants to use archival material from the Glen Ridge Historical Society and Glen Ridge Free Public Library to inform and support their proposals. Any materials gleaned from these resources should be submitted with your application.

The Commission encourages applicants and their professionals to review the context in which the work is being proposed beyond their own property. For larger or significant additions, the Commission will need to view the project not only in the context of your property but that of the block and adjoining neighbors. As such, a 3-dimensional rendering or 2-dimensional streetscape elevation may be required as part of the Commission's review. If the above is unclear, contact the Commission's consultant at hpc@glenridgenj.org or 973 748 8400 ext. 238 in advance of the meeting to discuss these requirements.

Refer to the Commission's website (<https://www.glenridgenj.org/hpc.htm>) for additional information on the application process, project requirements, and advice on approaching a project in the Glen Ridge Historic District.

If you are uncertain about whether your project will be considered appropriate, the Commission invites you to plan ahead; either discuss your application with Commission's consultant or bring an informal proposal to a Commission meeting before investing in full design services or making your formal application. The Commission will give you an informal reaction, answer questions, and work with you to develop a proposal that is mutually agreeable to you and the Commission.

Other approval and permits: If your application is approved by the Historic Preservation Commission, it may still be necessary to obtain approvals from the Board of Adjustment or the Planning Board, and you typically **must** obtain a building permit.



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APPLICATION INSTRUCTIONS

Before your meeting with the Commission, members will try to familiarize themselves with the work proposed. To assist them in their evaluation, attach sufficient information to this application so that the Commission members can have a well-informed idea of what you plan to do. A sketch or drawing of how the property will look when completed is particularly important.

Due with your application ten days before the meeting (**12 copies of each**):

1. Photographs of your property showing the area to be worked on. Informal snapshots are perfectly acceptable, but please have the image clear enough so that architectural details can be seen. Both long shots and close-ups are recommended. At least one image should be of the front façade.
2. Formal architectural plans or drawings that show the work to be done. Drawings to be provided, at a minimum, include: a site plan; all floor plans of work area; a roof plan if a new addition; exterior elevations of all facades to be impacted by the work including before and after views; and any details needed for the Commission members to fully evaluate the work. All drawings should be coordinated and drawings with accuracy to a scale. The documents should denote the proposed materials to be used and show dimensions including of the smaller detailed elements, such as railing components. (Any drawings prepared by an architect, shall be signed and sealed.)
3. Catalogue descriptions (original or photocopied) of new materials to be installed, such as windows, doors, porch railings, siding and other materials significant to the building. All catalogue descriptions should be clear as to the material fabric. (The Commission does not need descriptions of routine construction materials such as framing lumber or plain millwork trim.)

Check the work items noted below that will be visible from the street?
(Please check all that may apply):

Re-siding some or all of your house or other structure

Replacing the roofing materials (all materials except **existing** asphalt shingles require Commission approval)

Enclosing or modifying an existing porch or deck

Replacing doors or windows or modifying an existing opening visible from the street.

Adding on to your house or other part of the structure in any way visible from the street.

Adding (or replacing) a porch

Adding (or replacing) a deck

One- or two-story addition (Location/Facade) _____

Removal of an existing structure or portion of a structure on your property

Building a totally new structure

Other _____



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Describe the scope of the work, the portions of the property that the work will impact what you plan to do. Use additional paper if necessary.

**When Approved by the Commission a Construction Permit must be obtained from Building Dept.
(Room 101) in Borough Hall.**



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**Designation of Representative of Property Owner to appear at a Monthly Historic Preservation
Commission Meeting**

It is recommended that the property owner attend the monthly Historic Preservation Commission meeting where his or her application is being reviewed. However, in the event a property owner cannot attend the meeting, he or she may designate a representative to appear on his or her behalf.

I, _____, owner of the property located at
(name of property owner)

(property address)

designate _____
(name and role of designated representative)

to represent me at the Historic Preservation Commission meeting on _____.
(date of meeting)

(property owner signature)

(date)