



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

APPLICATION SUBMISSION DEADLINES

Preliminary applications are due to hpc@glenridgenj.org at least **20 calendar days** prior to the meeting, which is the first Wednesday of each month. Final applications are due **9 calendar days** prior to the meeting.

Complete the Glen Ridge Historic Preservation Commission (Commission) application in full and provide any supplemental materials as noted in the Application 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.

DATE SUBMITTED: _____

DATE OF MEETING: _____

Property Address: _____

Block: _____ Lot: _____

Owner's Name: _____

Address: _____

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

E-mail: _____

Contractor (if any) Name: _____

Address: _____

Phone: _____ Contact Person: _____

E-mail: _____

Architect (if any) Name: _____

Address: _____

Phone: _____ Contact Person: _____

E-mail: _____

Preferred Contact for Building Dept. / Commission (check all that apply):

_____ 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, you and your representative (contractor or architect) 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 that are relevant to the project and 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.

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.

The Commission published [Design Guidelines](#) in 2021, which are available at: http://www.glenridgenj.org/pdfs/GRHD_HistoricDesignGuidelines_Final.pdf. All applicants and their architects/contractors are encouraged to review these guidelines prior to submitting an 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.

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 approvals and permits: If your application is approved by the 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 CHECKLIST:

<input type="checkbox"/>	<p>Application</p> <p>Twelve (12) hard copies of all materials, including the application, photographs, and drawing.</p>
<input type="checkbox"/>	<p>Site Plan</p> <p>For additions/new construction including porches and decks, a site plan showing current conditions and proposed construction, including distances from property lines and dimensions of existing and proposed construction components.</p>
<input type="checkbox"/>	<p>Plans and Exterior Elevations</p> <p>Provide existing and proposed floor plans, roof plan, and exterior elevations visible from the public right-of-way.</p> <p>All drawings should be able to portray to the Commission a complete understanding of the proposed changes including noting proposed materials and details where needed.</p> <p>All plans and elevations shall be a minimum 1/4" = 1'-0" scale.</p> <p>Drawings can be Owner's sketches but should be to a scale, clearly show proposed changes, and noted with proposed materials. Any drawings prepared by an architect, shall be signed and sealed.</p>
<input type="checkbox"/>	<p>Photographs</p> <p>Provide exterior images of existing conditions, including front and side elevations and any relevant details to provide a complete picture of the areas proposed for change.</p> <p>All images shall be provided in a print format, color images are preferred, and can be part of the drawing set.</p>
<input type="checkbox"/>	<p>Product Specification Sheets</p> <p>Provide product information and photographs of materials proposed for installation, including roofing, siding, trim, railings, windows, doors, etc.</p>
<input type="checkbox"/>	<p>Product Samples</p> <p>Bring samples of materials, such as roofing, siding, trim, railings, etc. with the application materials. Only one (1) sample is required.</p>
<input type="checkbox"/>	<p>Other</p> <p>Provide other information that helps to depict the proposed project. Refer also to the Design Guidelines.</p>