

### **APPLICATION SUBMISSION DEADLINES**

Preliminary applications are due to <a href="https://example.com/hpc@glenridgenj.org">hpc@glenridgenj.org</a> at least <a href="mailto:20 calendar days">20 calendar days</a> prior to the meeting, which is the first Wednesday of each month. Final applications are due <a href="mailto:9 calendar days">9 calendar days</a> 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 <a href="https://example.com/hpc@glenridgenj.org">hpc@glenridgenj.org</a> or 973-748-8400 ext. 238.

DATE SUBMITTED:			
DATE OF MEETING:			
Property Address:			
Block:			
Owner's Name:			
Address:			
Phone Number (Home):			
E-mail:			
Contractor (if any) Name:			
Phone:			
E-mail:			
Architect (if any) Name:			
Phone:			
E-mail:			
Preferred Contact for Buildi	ng Dept. / Commission (	check all that apply):	
Owner	Contractor	Architect	
E-mail	Phone		



#### **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 (<a href="https://www.glenridgenj.org/hpc.htm">https://www.glenridgenj.org/hpc.htm</a>) for additional information on the application process, project requirements, and advice on approaching a project in the Glen Ridge Historic District.

The Commission published <u>Design Guidelines</u> in 2021, which are available at: <a href="http://www.glenridgenj.org/pdfs/GRHD">http://www.glenridgenj.org/pdfs/GRHD</a> 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 <a href="https://documents.org/new/memory-ne

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.



#### **APPLICATION INSTRUCTIONS**

All applications must be submitted to the HPC Consultant at least twenty (20) calendars prior to the meeting to ensure that the submission is technically complete. The HPC Consultant will provide guidance on ensuring the application is technically complete. Technical completion does not ensure that the work proposed will be approved by the Commission.

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 drawing of how the property will look when completed is particularly important.

Please check the prop			
Addition / New C Awning(s)		Lighting	Cidina
Chimney	Dormer(s) Fencing	Lighting Painting	Siding Sign(s)
Cornice/Trim	Foundation	Porch/Deck	Step(s)
Door(s)	Landscaping	Roof	Window(s)
Other (briefly spe		1001	vviildow(s)
Other (bliefly spe	,ony)		
understand and review verbal description, pho product samples or exphotographs are necessithe Commission. If a finct the application will be applicants submit their	plication is to provide sufficing the work you intend to und stographs of existing condition planatory material. A complessary for an application to be a possible application is deemed to returned to the applicant with naterials are provided and uniform pre-applications at least two the complete the com	ertake. Please attach, at a ons, sketches of proposed ete explanation of the prope considered complete and echnically incomplete by the hin five (5) days of receipt and the following month's menty (20) days prior to the second control of the	minimum, a thorough modifications and osed work and processed for review by a Commission Secretary, and the application will beeting; it is vital that all meeting.
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## **APPLICATION CHECKLIST**:

Application
Twelve (12) hard copies of all materials, including the application, photographs, and drawing.
Site Plan
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.
Plans and Exterior Elevations
Provide existing and proposed floor plans, roof plan, and exterior elevations visible from the public right-of-way.
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.
All plans and elevations shall be a minimum 1/4" = 1'-0" scale.
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.
Photographs
Photographs  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.
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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.  All images shall be provided in a print format, color images are preferred, and can be part of the drawing set.  Product Specification Sheets  Provide product information and photographs of materials proposed for installation, including roofing, siding, trim, railings, windows, doors, etc.  Product Samples  Bring samples of materials, such as roofing, siding, trim, railings, etc. with the application materials. Only