

## Historic District Application Procedure

1. Fee - \$100.00 – Commercial  
None for Residential  
\$275.00 – Escrow for Commercial
2. The applicant shall submit at the time of application eight (8) complete applications including plans and photos of existing property.

The application must be submitted fourteen (14) days prior to meeting. The Historic Preservation Commission meets on the last Thursday of the month.

Ultimate approval from the Planning Board or Zoning Board, fourteen (14) additional applications are required for submission to the Planning Board or Zoning Board.

### Sign Application

If a sign is involved, please submit a sample of the proposed sign in a professional manner, along with the application.

**Borough of Haddon Heights**

625 Station Avenue  
Haddon Heights, NJ 08035  
(856) 547-7164

Form No. 15  
Case #: \_\_\_\_\_

**PLANNING/ZONING BOARDS**  
**HISTORIC DISTRICT APPLICATION FOR REVIEW**  
To be submitted 14 days prior to meeting.

Applicants Name & Address: \_\_\_\_\_

\_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Name of business or development: \_\_\_\_\_

Location of business or development: Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Address: \_\_\_\_\_

Location of nearest intersection streets: \_\_\_\_\_

Name & Address of designer or architect: \_\_\_\_\_

\_\_\_\_\_ Phone Number: \_\_\_\_\_

Present Use & Square Footage: \_\_\_\_\_

Proposed Use & Square Footage: \_\_\_\_\_

Approximate Age of Building: \_\_\_\_\_

Surrounding Property usage (your neighbors):

North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West: \_\_\_\_\_

Describe proposed building or property alterations (example – windows):

Front: \_\_\_\_\_

\_\_\_\_\_

Rear: \_\_\_\_\_

\_\_\_\_\_

Sides: \_\_\_\_\_

\_\_\_\_\_

Roof: \_\_\_\_\_

Approximate Date to Begin: \_\_\_\_\_ Approximate Date of Completion: \_\_\_\_\_

Estimated Cost of Project: \_\_\_\_\_

Describe decorative details proposed (provide samples if possible). Include colors, materials, textures of siding, roofing and trim: \_\_\_\_\_

Will the above listed decorative details match the existing details: Explain: \_\_\_\_\_

Are any other approvals by local, county, or state agencies required? If so, please list: \_\_\_\_\_

Proposed landscaping additions or changes: \_\_\_\_\_

**Attachments:**

1. At least four (4) photographs of the building taken from the front, back and sides, including neighboring uses and buildings.
2. Drawings of proposed work.

\_\_\_\_\_ Date

\_\_\_\_\_ Applicants Signature

**Note:** Applicants may be required to post a bond in an amount equal to 125% of the estimated improvement costs in order to assure completion of the project in conformance with Planning Board approvals and limitations.

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