

Borough of Haddon Heights Historic District Application

1. Fee - \$100.00 – Commercial
No fee 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.****

Sign Application

If a sign is involved, please submit a sample of the proposed sign in a professional manner, along with the application, including the height of the tallest letter and colors.

****If approved you will still need to apply for UCC permits (Construction Permits) for the work that you are having done. The HPC approval is NOT approval for Construction Permits, they MUST be applied for and inspected.**

-----**(For Office Use Only)**-----

Checklist for Completeness:

- ____ 8 Copies of Application turned in
- ____ Both sides of application filled out
- ____ Photos Attached
- ____ Name of Business Owner or Property Owner filled in
- ____ Application turned in on time for hearing at next meeting with time for commission to review (see ordinance 450-109 "C and G")
- ____ If new construction copies of the plans/blue prints included

Signature of Zoning Official

Date Signed

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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