

# Your property is in one of the Haddon Heights Historic Districts

Here's important information for You!



## What Are Historic Districts?

Historic Districts are areas in towns like Haddon Heights that have been identified as containing valuable historic and cultural resources, which cannot be replaced. For a number of reasons, these properties, such as your resident or business, represent a part of our town's past. The Historic District Ordinance provides direction for preserving and enhancing them. This is done for the good of the community and the protection of historic property values. There are local, State, and National properties in Haddon Heights.

In 1985, the Borough of Haddon Heights formed the Historic Preservation Commission (HPC). The HPC reviews historic property applications and/or permits submitted by owners, and advises the Planning Board regarding external changes to the historic property.

If the property is located within a Historic District, the HPC is required to review all proposed exterior changes visible to the public. This design review has been proven to be a positive benefit to both the property owner as well as the general public. The historic properties with their unique character and features need to be protected from inappropriate alterations which are inconsistent with the "Guidelines" referenced on the back of this pamphlet.

## Where are the Haddon Heights Historic Districts?

- (A) The entire length of the White Horse Pike in Haddon Heights
- (B) 4th Ave from Green Street to High Street.
- (C) 1st Ave from Kings Hwy to Station Ave.
- (D) Station Ave from 4th Ave to 8th Ave.
- (E) Several individual buildings and local landmarks on the Registers.

## What proposed changes to my **residence or business** must be submitted to the HPC? Some examples are:

1. Roofing repair or replacement
2. Altering or replacing windows or doors
3. Building an addition
4. Siding, facade, and/or gutter repair or replacement
5. Porch repair or replacement
6. Demolition or relocation of structure.
7. New developments; sub-division site plans
8. Signs

## How and Where do I Start the Application Process?

Your place to start is the Service Operations Facility (SOF) at 514 West Atlantic Ave. The HPC Secretary will briefly listen to your plans and give you the necessary paperwork including the application to begin the review process. The open hours are posted on the website: [construction@haddonhts.com](mailto:construction@haddonhts.com) or call 856-546-2580. The HPC application is also available online. Maps and Borough Code information are available at the SOF, the HH Library, and on the Haddon Heights website: [www.haddonhts.com](http://www.haddonhts.com).

## You will be advised if a permit application is required.

This informational pamphlet is intended to provide answers to common questions and instructions to frequently encountered situations. The focus is limited and the content is not intended to replace or supplement the Borough's Zoning and Land Development Ordinances or any other governmental regulations. Discrepancies and omissions are unintentional and the original document will always take precedence. You are strongly urged to read the Borough Ordinances 450-100 to 450-115 & 450-135, 136D, and/or consult with an attorney if variances are needed before making an application.

## Historic Preservation Commission Procedures

The regulations and procedures you need to follow for acquiring approval are detailed in the most recent version of the **Haddon Heights Land Use and Zoning Ordinances**. The following are excerpts in a condensed form and should not be construed as the complete text. This is provided as an aid to understanding some of the more common procedures and how they are handled in Haddon Heights). Zoning Codes 450-100 to 450-115, 135, and 136D.

[Application](#) – A visit to the Service Operations Facility (SOF) at 514 West Atlantic Ave., will help you determine how to proceed, including completing review application forms. The Zoning and Land Development Ordinance of Haddon Heights includes a specific section defining the Historic District elements and procedures (Chapter 450). The full text of that section should be referred to for detailed explanation. Your application will typically ask for historic information about your property, photographs of historic views, and photographs of current conditions of your property and its surroundings. You must also provide relatively detailed information about the work you are proposing. It is recommended and often required that a design professional prepare drawings to describe the work proposed.

After the Zoning Officer has reviewed the application for completeness, it will be forwarded to the HPC Secretary for scheduling and review (if necessary).

[Meetings](#) - The HPC meets for its regular monthly meeting at 7:30PM on the last Thursday of the month in the Mayor's office, upstairs in Borough Hall. The applicant/owner will be notified of the meeting schedule for the public meeting of the HPC and the Planning Board, if needed. At these meetings, the applicant will explain the scope of the work and how it affects the historic character of the property and the District.

After the HPC review, the Commission's Secretary will forward a report to the Planning Board as to the HPC's recommendation. If required, the full application along with this initial report will then be forwarded to the Planning Board for their review and meeting scheduling. You will be advised of the date of the Planning Board meeting by the Zoning Office.

[Guidelines](#) - The design guidelines in the Historic District ordinance are based on a set of recommendations presented in the Secretary of the Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. A copy of this federal publication is available online.