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.

--------------------------------------------------------------------------------------------------(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 ___________________________
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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