

The Historic Preservation Commission Certificate of Approval

Cranbury is a remarkable example of a nineteenth century village. To help preserve its historic integrity, the Township Committee adopted an ordinance that sets forth certain review procedures in and around the Cranbury Historic District. The Historic Preservation Commission (HPC) is the review agency formed by Ordinance #01-06-02, adopted on February 27, 2006. This ordinance is now codified as Chapter 93 of the Township's Code, which is available online on the Township's website.

Any property located within the Historic District, on a designated historic site, or within 200 feet of a historic site or the Historic District must obtain a certificate of approval from the HPC for any of the following:

- Demolition or relocation of any building or structure.
- Changes to the exterior appearance of any building or structure (other than ordinary maintenance and repair or painting).
- New construction.
- Addition of signs, exterior lighting and hardscaping/site work.

A certificate of approval is not required for the following:

- Changes to the interior of the structure.
- Changes to the exterior of the structure that meet the definition of ordinary maintenance and repairs (see §93-2) are still required to submit a completed application to the HPC.

Emergency repairs will be permitted under limited circumstances and subject to the provisions of Chapter 93. If an unexpected event necessitates immediate repair to your property in order to secure it from further damage and to ensure its continued habitability, an emergency Certificate of Approval can be issued. See §93-5 E of the Township's Code.

The document that initiates this review is the Application for a Certificate of Approval. If a building permit is necessary, the Certificate must be obtained before a building permit can be issued. To obtain a certificate of approval, the applicant must first complete and file an application with Administrative Officer. The Administrative Officer will then review the application for completeness and classify it as a major or a minor application. If the application is deemed incomplete, the Administrative Officer will notify the applicant within ten days. Otherwise, the application will be scheduled for review.

Minor applications can be approved by the HPC Chair without a public hearing. Major applications must be reviewed by the full Commission. Once the application is deemed complete, the HPC will review it at its next regularly *scheduled meeting. The applicant will be notified of the time and the place of the meeting and is encouraged (but not obligated) to be present. The HPC will have 45 days to approve or deny the application unless the applicant agrees to an extension.

If the project is approved, the work may begin or the building permit application may continue. Should the application not be approved as filed, HPC will work with the applicant to reach a solution that is appropriate to the historic character of the town, and is acceptable to all parties to the extent that is possible. Applications that are denied should be revised and resubmitted to continue the review process. Appeal procedures can be found in §93-9 of the Township's Code.

Cranbury Township HPC maintains Historic Resource Survey files. These files contain a description of the building(s) with comments on specific features and include photographs of the property, its classification, i.e. Key, Contributing, or Non-Contributing, and in some cases, recommendations for maintenance and/or improvements. When considering changes, this file can provide useful background information. A map of the Historic District and the 200' Historic Buffer Area has been included with this application.

The HPC has compiled a library of information that will be useful for homeowners in the historical areas. The books are available in the Cranbury HPC Office or may be checked out of the Township Public Library. It is the intent of the HPC to continually improve this collection, as relevant publications become available. Further information regarding historic properties and structures can also be obtained through the Cranbury Historical and Preservation Society (CHPS) located at 4 South Main Street, Cranbury, NJ.

Applications must be received at least 10 days prior to the next HPC meeting for the Administrative Officer to review the submitted application for completeness and inform the applicant when it will be placed on the agenda. No fee shall be required for the Administrative Officer's review.

*HPC meetings are held on the first and third Tuesdays of every month, beginning at 7:00 p.m. in the Town Hall. Please call 609-664-3129 or email LScott@cranbury-nj.com to confirm meeting date and a place on agenda.

Additional zoning approval required for these projects:

- Additions
- Driveways, Paving
- Exterior Construction
- Fences
- New Home
- Satellite Dishes
- Signs
- Storage Sheds
- Swimming Pools
- Tennis Courts

Please submit a Zoning Permit Application found at <http://cranburytownship.org/forms/Cranbury-Zoning-Permit-Form.pdf>. Contact Mr. Jeff Graydon, Zoning Officer at JGraydon@cranbury-nj.com.

Failure to abide by this required process could result in penalties per Township Code.

HPC Application #:

HPC APPLICATION FOR A CERTIFICATE OF APPROVAL

Property Owner Information

Property Owner's Full Name

Property Owner's Street/Mailing Address

City

State

Zip Code

Phone Number (Day)

Cell Phone Number

E-Mail

Area Impacted

Designated Historic Site Historic District Historic Buffer Area

Type of Change §93-5 A

New Construction Addition Alteration Relocation Demolition Ordinary Repair

PROPERTY DESCRIPTION

Street Address: _____

Tax Block: _____ Lot: _____

Locate the Property on the attached Historic District map (page 7).

MAJOR APPLICATION CHECK LIST FOR COMPLETENESS

Owner must supply eight (8) copies of the following:

- HPC Application for a Certificate of Approval (Pages 3 – 5).
- Detail Explanation Form and/or Emergency A
- Copies of plot plan.
- Copies of sketches, drawings, or other information of the proposed work.
- Photos of structure/building/house from street view, proposed work area and existing conditions. Include any historical photographs or maps.
- If a construction permit is required, submit three (3) sealed sets of construction drawings.
- Indicate your property on the Historic District map (page 7).

MINOR APPLICATION CHECK LIST FOR COMPLETENESS

- Explain details on pages 4 and 5 where necessary.
- Applicant must supply photographs of existing conditions

Hearing Date: _____

Submitted for Approval: _____

Placard Issue Date: _____

Classification: Key; Contributing; Non-Contributing

Conceptual / Major / Minor Application

Advertised Action Date: _____

Date Received: _____

Complete / Incomplete

Date Deemed Complete

HPC DETAIL EXPLANATION FORM

Provide the following descriptive details to give HPC more specific information concerning the proposed work. (Photocopies, magazine clippings, specification sheets, or other visual material may be included.)

Give a brief description of the work you plan to undertake on this property. Give exact location on property.

Proposed roofing material:

Proposed windows:

Proposed doors:

Proposed exterior siding:

Proposed hardscape:

Other exterior finishes: shutters, trim, gutters, decking, railing and stairs.

Color: natural finishes, bricks, stones or roofing shingles.

HPC EMERGENCY REPAIR APPLICATION FORM (§ 93-5.E)

You must answer the following questions if this is an emergency application. Attach additional sheets if needed.

Is this an emergency repair?

No / Yes (If yes, please explain in detail.)

Will you be changing the configuration by adding or altering any new or existing features such as dormers, vents, skylights, built-in gutters, etc.?

No / Yes (If yes, please explain in detail.)

Will you be removing historic material such as slate, clay tile, wood shingles or metal roofing?

No / Yes (If yes, please explain in detail.)

Will you be applying any paint or other coatings to surfaces that were historically uncoated?

No / Yes (If yes, please explain in detail.)

Will you be removing any feature that is not repairable, such as a chimney or dormer, and not replacing it; or replacing it with a new feature that does not have the same visual appearance?

No / Yes (If yes, please explain in detail.)

NOTE: In the course of repair, no work other than emergency repairs shall be performed on the structure until an appropriate request for approval is made, and is obtained from HPC.

