

FILING DATE:  
APPLICATION#

**BOROUGH OF BEACH HAVEN  
HISTORIC PRESERVATION ADVISORY COMMISSION (HPAC)  
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS (COA)**

**(1) PROPERTY INFORMATION**

Address \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

**(2) OWNER INFORMATION**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**(3) APPLICANT (Builder/Architect/Lawyer/Professional if other than owner)**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**(4) OWNER'S AUTHORIZATION**

As the owner of the property located at subject property I authorize \_\_\_\_\_  
\_\_\_\_\_ to represent me at the HPAC hearing for this application.  
Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

**(5) APPLICANTS VERIFICATION**

I hereby certify that the statements made by me in this application and the information  
contained in this application are true:  
Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_



**(10)LIST OF MATERIALS & ACCESSORIES**

Please type or print clearly. If you need additional space, please attach a sheet of paper. **Support Literature is required** - i.e. brochures or printouts, with pictures and descriptions of materials. Type and grade of materials matter, even with wood products.

A. Siding \_\_\_\_\_

B. Trim \_\_\_\_\_

C. Roof \_\_\_\_\_

D. Door \_\_\_\_\_

E. Windows \_\_\_\_\_

F. Shutters \_\_\_\_\_

G. Porch/Deck Railings \_\_\_\_\_

Spindles \_\_\_\_\_

Balusters \_\_\_\_\_

Balustrades \_\_\_\_\_

Caps \_\_\_\_\_

Steps \_\_\_\_\_

Handrails \_\_\_\_\_

Risers \_\_\_\_\_

Posts \_\_\_\_\_

Columns \_\_\_\_\_

Decking \_\_\_\_\_

H. Foundation Cover \_\_\_\_\_

I. Fence \_\_\_\_\_

J. Garage Doors \_\_\_\_\_

K. Outside Showers Stalls \_\_\_\_\_

L. Utility Box Placement \_\_\_\_\_

M. HVAC Platform Placement \_\_\_\_\_

N. Other \_\_\_\_\_

**(11) REQUIRED SUPPORTING DOCUMENTATION**

<i>Locate</i> in Columns 1 - 6 application type which best applies to your project								
<i>Review</i> the "Y" marks in the column for documents required for your application type.								
<i>Check</i> column 7, next to the documents you are providing.								
	1	2	3	4	5	6	7	8
APPLICATION TYPE Select One Type ➤	New Construction	Additions, Structural Changes	Major Exterior Renovations Cladding	Major Exterior Renovations Other	Major Exterior Renovations -with Footprint or Floor Area Ratio Change	Restoration to an Earlier Historic Appearance	CHECK DOCUMENTS ↓	
Examples ➤	Example	Example	Example	Example	Example		Applicant Please Check Provided Information ↓	Bldg Clerk Please Check Received Information ↓
A Completed COA Application	Y	Y	Y	Y	Y	Y		
B Copy of Property Survey	Y	Y			Y	Y		
C Statistics								
<i>Before &amp; After Floor Area Ratio</i>	Y (after)	Y			Y	Y		
<i>Before &amp; After Lot Coverage</i>	Y After	Y			Y	Y		
<i>Height</i>	Y	Y				Y		
<i>Roof Pitches Before &amp; After</i>	Y After	Y				Y		
D Site Plan Layout 1"=20' showing all contiguous properties	Y	Y			Y	Y		
E Architectural Elevations - with before and after depictions for additions	Y	Y				Y		
F Sketches- of layout & proposed change				Y	Y	Y		
G Materials (See #9) Support literature	Y	Y	Y	Y	Y	Y		
H Photographs - visible from all public ways within 200'								
<i>Of Building/Lot sides visible from all public ways (rear if visible)</i>	Y	Y	Y	Y	Y	Y		
<i>Of Building- affected areas</i>		Y	Y	Y	Y	Y		
<i>Of all Neighboring buildings</i>	Y	Y	Y	Y	Y	Y		
<i>Of Streetscapes to N,S,E,W</i>	Y	Y				Y		
I Historical pictures or descriptions or comparisons to other similar structures						Y		
J WRITE IN ANY Additional Information which you feel is relevant and describe documentation								

If all required documentation is not provided your application may be deemed incomplete and the hearing denied or rescheduled pending a complete application.

If you have a question about your documentation, please call a member of HPAC for clarification.

**ATTACHMENT (4A)**

**INFORMATION REQUIRED FOR RAISING OF HOUSE  
or NEW CONSTRUCTION**

*Survey map Must Be Part of Application for a  
Certificate of Appropriateness*

*It should include*

1. **EXISTING GRADE ELEVATION\*** \_\_\_\_\_ \*
3. **HEIGHT OF HOUSE FROM CROWN  
OF ROAD** \_\_\_\_\_

**\*THIS INFORMATION MAY ALSO BE PROVIDED BY AN ELEVATION  
CERTIFICATE.**

**(12) ELEVATIONS/ARCHITECTURAL PLANS**

- o Required for any additions or new construction - refer to Section 108-7 (A & B) of the Code of Beach Haven for specifics
- o Subsequent to issuance of a Certificate of Appropriateness, failure to provide any plan changes to HPAC for approval and sign off will be automatic grounds for refusing the issuance of a CERTIFICATE OF OCCUPANCY. This would refer only to changes which affect the exterior of the structure which are visible from public walkways.

**(13) COPIES**

**SUBMIT TWELVE (12) FULL SETS OF APPLICATIONS, REQUIRED DOCUMENTATION AND SUPPORT LITERATURE**

**(14) TIMING**

- o Application should be submitted to the Building Department Clerk at Borough Hall
- o For your application to be placed on the agenda for the next commission meeting
  - It must be received by noon on the 10<sup>th</sup> business days before the meeting, which is held at 4 P.M. on the last Tuesday of the month.
  - Based on the degree of complexity, the commission may limit the number of hearings to 3. In that case your hearing may be pushed to another meeting date.
- o An incomplete application will not be heard.
- o The HPAC secretary will notify applicant of acceptance and of the hearing date and time.
- o It is mandatory that either the applicant(s) or the authorized representative [see section (4) of application] must attend the hearing, be sworn in and be able to answer questions.

**(15) INSTRUCTIONS & PROCESS**

More detailed information is available from the Building Department and on the Borough website ([www.beachhaven-nj.gov](http://www.beachhaven-nj.gov) under Boards & Commissions):

- o Certificate of Appropriateness Application Process
- o Instructions for Certificate of Appropriateness

If your project involves new construction or additions you may find it helpful to request a meeting with an HPAC Technical Review Committee, an informal session with 3 members of the Commission to discuss your plans before you invest in final architectural renderings.

FOR OFFICIAL USE BY HPAC SECRETARY APPLICATION INFORMATION	
Application # _____	Property Address _____
Date Filed: _____	Date Declared Complete _____
Date of Hearing _____	Building Designation: _____
	_____ Key _____ Contributing _____ Non-Contributing
NOTES: _____ _____	
	STATUS
Date Approved _____	
Date Approved with Conditions _____	
Date Denied _____	