

# Historic Preservation Commission

## Township of Readington

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### INSTRUCTIONS FOR DESIGN REVIEW APPLICATION

1. Applicants should submit 9 copies of the completed application and attachments to the Readington Township Construction Office.
  - a. One copy is for the Construction Office; eight copies are for the Historic Preservation Commission.
2. The Historic Preservation Commission meets at 7:30pm on the third Tuesday of each month at the Readington Township Municipal Building on Route 523, Whitehouse Station, NJ.
3. Those applications received by the Friday before the scheduled monthly meeting will be included on that month's agenda.
4. Applicants will be notified when they are added to the agenda.
5. Applicants are required to attend the meeting where they appear on the agenda.
6. Documentation required with application:
  - Site Plans
    - \_\_\_ existing site plan of the property showing all structures (drawn to scale)
    - \_\_\_ proposed site plan of the property showing all structures (drawn to scale)
    - SITE PLANS ARE NOT NECESSARY FOR ROOF REPLACEMENTS THAT DO NOT INVOLVE SOLAR PANELS**
  - Elevation Drawings
    - ELEVATION DRAWINGS ARE NOT NECESSARY FOR ROOF REPLACEMENTS THAT DO NOT INVOLVE SOLAR PANELS**
  - Photographs:
    - Color photos of the building must be included with the applications.
    - They are to include: \_\_\_ front elevation
    - \_\_\_ rear elevation
    - \_\_\_ side elevations
    - \_\_\_ view of structure from road
  - Construction Plans
  - Material Samples/Colors
  - Surrounding Property Usage (your neighbors). Please include photos.

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

# Historic Preservation Commission

## Township of Readington

### DESIGN REVIEW APPLICATION

**For Official Use Only:**

Date Received:  
HPC Meeting Date:  
Action:  
Action Date:

Date of Application:

#### PROPERTY

<input type="checkbox"/> Historic District:		<input type="checkbox"/> Plate 14	
Block & Lot:	Block #:	Lot #:	Size of Property:
Address:	<input type="text"/>		
Common Name of Property:	<input type="text"/>		

#### APPLICANT

Name:	<input type="text"/>
Applicant is:	<input type="checkbox"/> owner <input type="checkbox"/> tenant/lessee <input type="checkbox"/> architect <input type="checkbox"/> contractor <input type="checkbox"/> consultant <input type="checkbox"/> other:
Address:	<input type="text"/>
Telephone:	<input type="text"/>
Email:	<input type="text"/>

Architect's Name/Address/Phone:	<input type="text"/>
Contractor's Name/Address/Phone:	<input type="text"/>

#### STRUCTURE

Approximate age of structure:	<input type="checkbox"/> contributing structure	<input type="checkbox"/> non-contributing structure
		Number of Stories: <input type="text"/>
Present Use:	<input type="text"/>	
Proposed Use:	<input type="text"/>	
Type of Construction:	<input type="checkbox"/> Masonry - Brick / Stone <input type="checkbox"/> Frame <input type="checkbox"/> Other:	

#### PROPOSED WORK

<input type="checkbox"/> Alteration	<input type="checkbox"/> Relocation	<input type="checkbox"/> Demolition	<input type="checkbox"/> Replace	<input type="checkbox"/> Repair	<input type="checkbox"/> Other:
<input type="checkbox"/> New Construction:	___new building	___addition	___accessory structure	___other:	
<input type="checkbox"/> General Maintenance:	___re-roofing	___wood repair	___exterior painting	___other:	

**PROPOSED WORK (CONTINUED)**

Describe Materials and Construction Methods to be used.

Will the proposed work match the existing architectural details? Explain.

**Exterior Painting**

Indicate Paint Color for each feature to be painted (i.e. siding, trim, cornice, door, ect.) and attach paint samples to this application.

Have any previous applications been filed in connection with this property?  Yes  No

If yes, please list names, dates, and proposed work under which applications were filed:

**Additional Information or Comments:**

By my signature below, I affirm all information contained within and attached hereto to be accurate and truthful. I am aware that the proposed work described should not commence until all appropriate approvals have been obtained.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature (*if not owner*): \_\_\_\_\_ Date: \_\_\_\_\_

## Design Review Application Definitions

### Date Received

To be filled in by the Zoning/Construction Office with the date the application was received by the person requesting the review.

### Historic District

The name of the Historic District that the property resides in. This can be found on the map of historic districts by locating your property on the map with its associated historic district. If the property is not within one of these historic districts, it may be on Plate 14. Plate 14 is a map of historic structures located within Readington Township but not within a specific historic district.

### Property Street Address

The street address of the property to be reviewed (no post office box numbers please).

### Property Block No / Property Lot No

Property Block and Lot Numbers can be located on your tax assessment form or on the tax map located at the Tax Assessors Office.

### Common Name of Property

Many old houses have historic names associated with them. If you know the historic name of your property, please include it.

### Approximate age of building

The age of the original building and date(s) on any subsequent addition(s), if known.

### Contributing/non contributing structure

This is a distinction found in the Historic Districts that are on the National Register of Historic Places. A list of the National Register Properties and their distinction is on file in the Zoning/Construction office for your reference.

### Applicant Name and Address

Name and address of the person(s) applying for a Design Review

### Phone

Phone number(s) of the person(s) applying for a Design Review. Please include best number to contact (home, work, or cell).

### Present Use

Describe the current use of the structure (e.g., residence, commercial, retail, etc.)

### Proposed Use

Describe the proposed use of the structure.

### Number of Stories

List the number of stories of the structure.

### Size of Property

List the Dimensions of the property (a site plan can be used if available).

### Type of Construction

Identify the current construction of the building: Masonry - Brick / Stone, Frame, Other - define

### Proposed Work

Describe in as much detail as possible the intended work to be done to structure (provide elevation drawings, site plan, attach additional sheets if necessary)

### Described the Materials and Construction Methods to be used

Provide as much detail as possible. Supporting materials can be presented at the Design Review Meeting.

## Definitions (continued)

### **Will the proposed work match the existing architectural details? Explain.**

Self-explanatory – Please refer to the Secretary of Interior Standards in this packet.

### **Exterior Painting - Indicate Paint Color for each feature to be painted**

Self-explanatory - Supporting materials can be presented at the Design Review Meeting.

### **Site Plan**

A plan, prepared to scale, showing accurately and with complete dimensions, the boundaries of a site and the location of all buildings, structures, uses, and principal development features proposed for a specific parcel or parcels of land.

### **Elevation Drawings**

An architectural rendering of a house plan showing the front, side, or rear view of the building, or a one dimensional (flat) drawing showing the side, front, or rear views of the structure and its external finished appearance including vertical height dimensions. It should be drawn as seen 'head on' as you face the building from the front, side or rear.

### **Photographs**

Color photos of the building must be included with the applications.

They are to include the front, rear and side elevations of the structure.

### **Surrounding Property Usage, (your neighbors) please include photos**

Examples of surrounding property use are residential, commercial, industrial, farmland, etc.

Photographs of surrounding property help to put your design review to the Commission in context to your neighbors.

If applicant has any questions about this form or the application process, please contact:

Terri Illes  
Chair, Historic Preservation Commission  
908-399-2053  
[rthpc@township.readington.nj.us](mailto:rthpc@township.readington.nj.us)