

Borough of Millstone

SETTLED 1690
1353 MAIN STREET
MILLSTONE, NEW JERSEY, 08844-5110

HISTORIC DISTRICT COMMISSION

APPLICATION

Block: _____ Lot: _____

Property Address:

Common Name of Property:

Applicant Name and Address:

_____ (Phone) _____

Property Owner Name and Address:

_____ (Phone) _____

Form of Ownership: Individual Partnership Corporate
 Governmental Nonprofit Utility

If applicant is not the owner, state applicant's authority to bring this application and specific interest in application (i.e. agent for owner, equitable interest, agreement of sale):

Surrounding Property Usage (your neighbors)

North: _____ East: _____

South: _____ West: _____

Has any previous application been filed in connection with this property? Yes No.

If Yes, please list name and application number under which it was filed:

Identify nature of proposed work:

- | | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Excavation | <input type="checkbox"/> Relocation | <input type="checkbox"/> Repair |
| <input type="checkbox"/> Replacement | <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Paint | <input type="checkbox"/> Sign | <input type="checkbox"/> Other _____ |

Current condition of affected areas (existing materials and finishes): _____

PROPOSED WORK PROGRAM (attached additional sheets if necessary; provide samples if possible):

A. Describe proposed work: _____

B. Materials and construction methods and/or landscaping to be used: _____

C. Will the proposed work match the existing architectural details? Explain: _____

D. Indicate paint color for each feature to be painted (i.e. siding, trim, cornice, door, etc.): _____

CERTIFICATION: I hereby certify that the above statements made and contained in this application including any attachments are true and correct to the best of my knowledge and belief. I further understand that any falsification of information may be considered reason to deny this application.

NOTE: If the applicant is other than the owner, then the owner must countersign this application indicating his/her concurrence.

Applicant's Signature & Date

Owner's Signature & Date

Co-owner's Signature & Date

Date Received

HDC Administrative Officer

INSTRUCTIONS FOR FILING APPLICATION

As stated in Millstone Borough’s Historic Zoning Ordinance (D-1 13, C3), the Historic District Commission shall review all plans for the construction, alternation, repair, moving or demolition of structures in the Historic District and it shall have the power to pass upon such plans before a permit for such activity can be granted. In reviewing the plans, the Commission shall give consideration to: a), the historical or architectural value and significance of the structure and its relationship to the historic value of the surrounding area; b). the general compatibility of exterior design, arrangement, color, texture and material proposed to be used; and c). any other factor, including aesthetic which it deems pertinent.

The Commission welcomes informal proposals before submission of a formal application.

Please note: If an application to the Historic Commission is approved, one must still obtain any necessary approvals from other boards and must obtain a building permit. The Zoning Officer and Construction Code Official will assist you and determine what other approvals may be required.

Please submit the following for a complete application:

***Note:** Be aware that if you are contemplating work such as painting or roofing, some of the requirements below may not be applicable. Also, repairs in kind (i.e. ordinary maintenance or repair with no change in structure, materials, or color) or repainting a structure in the same color do not require submission of an application. If you have any questions concerning what information is required, please contact the Historic Commission by mail at 1353 Main Street, Millstone, NJ 08844-5110. Property owners can also contact the Commission by calling the Commission Chair, Portia Orton, at 908-874-5478. The Commission, which meets at the Millstone Borough Hall on the first Thursday of each month, works closely with the Millstone Borough Planning Board, the Zoning Officer and the Borough Construction Official during the review of development plans.*

HDC 2009

1. Fill out application form in full and where applicable.
2. Submit photo(s) of the area and/or structure to be repaired or renovated, etc. Include long shot photo(s) showing surrounding area and properties. Informal photos are acceptable.
3. If applicable, submit an informal site plan showing location of structures on property and adjacent lots. A sample informal plan is included with this application.
4. Include any formal architectural plans or drawings that show the work to be done.
5. Include numbered and dated drawings of the lot plan. (The necessity for these plans is conditioned on the extent and nature of the contemplated work. Please check to ascertain if they are necessary.)
6. When applicable, samples or catalogue description of the of materials to be used **must** be included. i.e. windows, doors trim, siding, etc.
7. Identify paint manufacturer's name and color number. Indicate location of areas on the structure where paint is to be applied.
8. One week before the meeting at which the application will be considered, submit **7 copies** of the application for review by board members

Note: Upon completion of the work approved by the Commission, a photo of the work must be submitted for inclusion in Commission files.

The Historic Commission welcomes having your contractor or other expert with you at the meeting at which it considers your application, particularly if there are technical questions that may be difficult for you to answer. The Commission's decisions are finalized with a roll call vote, after which copies of the decision are sent to the homeowner/applicant, Zoning Officer, and Building Permit Officer. If an application for approval should be denied, the applicant may appeal to the Mayor and Council as specified by ordinance: *"Any person aggrieved by a decision of the Historic District Commission shall have the right of appeal to the Mayor and Council. The hearing of such appeal shall be conducted within thirty (30) days of the filing of the application for said appeal with the Borough Clerk, and the aggrieved party and the Commission shall receive at least ten (10) days written notice of the time and place when such hearing will be conducted"*.(Borough of Millstone Development Ordinance, D-113, E)

CERTIFICATION: I have read the above information and understand the administrative procedures as they relate to my application.

Applicant's Signature & Date

Exhibit A: Sample informal lot plan.

This plan is an example of an informal plan to be used to present information in connection with an application for approval from the Millstone Borough Historic Commission for work to be done on an historic property within the Borough of Millstone. In many instances (such as painting, roofing, or the replacement of windows) much of the information shown on the plan will not be required for review. Please contact the Historic Commission if you have questions concerning what information is necessary.

