

**CITY OF SALEM  
HISTORIC PRESERVATION COMMISSION  
17 New Market Street  
Salem, NJ 08079**

**HISTORIC PRESERVATION COMMISSION APPLICATION**

DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ BLK \_\_\_\_\_ LOT \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS OF PROPERTY OWNER: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER OF PROPERTY OWNER: \_\_\_\_\_

APPLICANT NAME: (If other than owner) \_\_\_\_\_

MAILING ADDRESS OF APPLICANT: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

TYPE AND USE OF STRUCTURE (check all that apply)

One Story	_____	Frame	_____	Single Family	_____	Business	_____
Two Story	_____	Brick	_____	Double	_____	Rental	_____
Three Story	_____	Other	_____	Apartment	_____	Other	_____

**PROPOSED MODIFICATIONS** (See checklist on reverse side of application) Use additional sheets if more room is needed.

Contractor: \_\_\_\_\_ Architect: \_\_\_\_\_

Building Permit Required: Yes \_\_\_\_\_ No \_\_\_\_\_ Applied for: Yes \_\_\_\_\_ No \_\_\_\_\_

Submit proof of paid property taxes: Yes \_\_\_\_\_ No \_\_\_\_\_ (If no is checked, application is incomplete)

Submit proof of paid water & sewer: Yes \_\_\_\_\_ No \_\_\_\_\_ (If no is checked, application is incomplete)

I certify that the foregoing information, statements, and documentation are made by me and are true, and that I am aware that if any of the foregoing is incorrect, incomplete, misleading or willfully false any HPC approval may be denied or revoked and I may be subject to punishment under the law.

SIGNATURE OF OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHECKLIST FOR HISTORIC PRESERVATION COMMISSION (HPC) APPLICATIONS**  
(This checklist is intended as a guide only. Please see City Code 130-68 to 170 for full details and obligations)

**ALL APPLICATIONS MUST SUBMIT THE FOLLOWING:**

1. Proof of payment of latest tax and water and sewer bill.
2. Complete application form.
3. Fee: \$25.00 for Major Application (noted by an asterisk); \$10.00 for Minor Application.

**\*ADDITIONS OR STRUCTURAL ALTERATIONS**

1. Plans and Specifications
  - a. Site plan of property at a scale of not smaller than 1"=10' showing:
    - i. location of existing buildings
    - ii. location of addition
    - iii. adjacent streets, alleys, sidewalks, driveways
  - b. Elevation views of all exterior exposures of addition indicating materials and treatments to be used
  - c. Specifications for all materials, products, colors, and work to be undertaken
  - d. Catalog cuts for building products
  - e. Color chips from manufacturer
2. Photographs in color or black and white of the site and existing buildings
3. Statement of intended use of addition or reason for alterations
4. Name of contractor

**PAINTING**

1. Photograph of building
2. Sketch of scale drawing of building indicating application of colors to body, trim, and details
3. Color chips from manufacturer
4. Statement of source of color scheme
  - a. Scientific: Colors were discovered by means of visual analysis of paint layers from building.
  - b. Historic: Colors are appropriate for the period of the building, but were not necessarily ever used on the building.
  - c. Boutique: Colors are chosen simply by owner's preference.
5. Method of paint removal
6. Name of contractor

**\*ROOFING**

1. Photograph of building.
2. Description of all work involved. If a tear-off is indicated, state types of roofing being removed.
3. Statement of new materials being used. Submit product brochures or sample of roofing material. Indicate color of material or of coatings to be used.
4. Name of contractor

**WINDOW OR DOOR REPLACEMENT**

1. Photographs of original windows or doors
2. Product information on replacements
3. Replacement windows or doors must:
  - a. Match the originals in size exactly.
  - b. Match the original sashes in configuration of lights, i.e. tow over tow, six over six, etc., or in panel arrangement, i.e., 4 panel, 6 panel, with same trim.
  - c. Match the originals in material.
4. Muntins must be true, through dividers
5. Statement of cost of repair
6. Statement of cost of replacements
7. Name of contractor

**SIGN INSTALLATION**

1. Scale drawing of sign indication dimensions, lettering style, colors, and mounting details, including hardware
2. Photograph of building
3. Drawing or photo showing proposed location of sign on building or property

**\*DEMOLITION**

1. Photograph of building
2. Statement of reason for demolition
3. Statement of cost of rehabilitation from registered architect or licensed engineer
4. Plans for new construction, signed and sealed by registered architect, including site plan, building plans, elevations in sufficient detail to show scale, fenestration, materials, and finishes
5. Statement of cost of new construction from registered architect or licensed engineer
6. Evidence of efforts to sell building
7. Pro forma analysis of rehabilitation vs. demolition/new construction

**SHUTTER INSTALLATION**

1. Photograph of the building showing proposed location of shutters
2. Dimensions of window openings inside frame
3. Dimensions of shutters
4. Method of attachment
5. Paint colors
6. Material
7. Name of contractor

For questions regarding this application or the application process, please call James Smith, HPC Chairperson at 935-4036. The Historic Preservation Commission meets the 3<sup>rd</sup> Wednesday of the month at 7:00 p.m. at the Salem Main Street Office at 1 Fenwick Plaza, Salem, NJ 08079. All meetings are open to the public.