

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, 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
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:
 - Match the originals in size exactly.
 - 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.
 - 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 indicating 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 a 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

Virginia Jared., HPC Chairperson at 856-812-1334.

The Historic Preservation Commission meets the 3rd Wednesday of the month at 7:00 p.m.
at the Salem Main Street Office, 1 Fenwick Plaza, Salem NJ. All meetings are open to the public.

APPLICATIONS CAN BE DELIVERED TO 17 NEW MARKET STREET, SALEM, NJ 08079
(CODE ENFORCEMENT OFFICE)