



CITY OF HOBOKEN HISTORIC PRESERVATION COMMISSION

94 Washington Street, Hoboken, New Jersey 07030
(201) 420-2000 x.3102 hpc@hobokennj.gov
Joan Anastasio, Secretary

APPLICATION for CERTIFICATE OF APPROPRIATENESS DEMOLITION, CONSTRUCTION or SUBSTANTIAL ALTERATION

For signs, awning, windows/doors and other general repairs and restoration see that application and checklist.

For office use only:

Date/Time Received: _____

Application No.: _____

PROPERTY DATA (required):

Block: Lot(s): Zone District:

Property Address:

Description:

PROPERTY OWNER INFORMATION (required):

Name: Signature Agent if LLC

Mailing Address:

E-mail: Phone 1: Phone 2:

I am the owner of the property for which this application is being made. I do hereby certify that the information herein is correct and complete to the best of my knowledge.

Owner Signature: _____ Date: _____

APPLICANT INFORMATION (required):

Name: Signature Agent if LLC

Mailing Address:

E-mail: Phone 1: Phone 2:

I am the applicant proposing the work referenced herein. I do hereby certify that the information herein is correct and complete to the best of my knowledge.

Applicant Signature: _____ Date: _____

DOES THE PROPOSED WORK COMPLY WITH ALL REQUIREMENTS OF THE ZONE DISTRICT? YES NO

WILL THE PROPOSED WORK OR SUBSEQUENT DEVELOPMENT OF THE SITE REQUIRE APPROVAL BY THE PLANNING BOARD OR BOARD OF ADJUSTMENT? YES NO

OWNERSHIP DISCLOSURE STATEMENT

Pursuant to NJSA 40:55D-48.1, the names and addresses of all persons owning 10% or more of the stock in a corporate applicant or 10% or greater interest in any partnership application must be disclosed. In accordance with NJSA 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns 10% or more interest in the applicant followed up the chain or ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed.

(attach additional pages as necessary to comply.)

Name:	<input type="text"/>	Address:	<input type="text"/>	% Interest:	<input type="text"/>
Name:	<input type="text"/>	Address:	<input type="text"/>	% Interest:	<input type="text"/>
Name:	<input type="text"/>	Address:	<input type="text"/>	% Interest:	<input type="text"/>
Name:	<input type="text"/>	Address:	<input type="text"/>	% Interest:	<input type="text"/>
Name:	<input type="text"/>	Address:	<input type="text"/>	% Interest:	<input type="text"/>

APPLICANT'S ATTORNEY (Corporations and LLC must be represented by an attorney.)

Name:	<input type="text"/>	Address:	<input type="text"/>		
Phone:	<input type="text"/>	Phone:	<input type="text"/>	E-mail:	<input type="text"/>

APPLICANT'S ARCHITECT:

Name:	<input type="text"/>	Address:	<input type="text"/>		
Phone:	<input type="text"/>	Phone:	<input type="text"/>	E-mail:	<input type="text"/>

APPLICANT'S ENGINEER:

Name:	<input type="text"/>	Address:	<input type="text"/>		
Phone:	<input type="text"/>	Phone:	<input type="text"/>	E-mail:	<input type="text"/>

PROJECT SCOPE AND DESCRIPTION (required):

Write a brief summary of the proposed demolition or substantial facade alteration proposed. Attach additional sheets if needed).

CHECKLIST FOR DEMOLITION & PARTIAL DEMOLITION APPLICATIONS

(The application is applicable to all zone districts)

The following items are required for submission of a complete application for demolition to the Historic Preservation Commission. Some items may not apply to all applications. The applicant may request that certain items be waived by the Commission and the Commission may, at their discretion, by majority vote of the Commission waive said item.

REQUIRED FOR ALL APPLICATIONS:

- 1. Completed application, checklist, drawings and presentation materials submitted in digital format (pdf or similar, cd or thumb drive), plus 1 full set of hard copies submitted to the Commission Secretary. Additional copies will be specified later.
- 2. Fees; administrative fees and escrow fees in 2 separate checks payable to the City of Hoboken. Fee schedule is available on the City's website and from the Commission Secretary.
- 3. Property survey; 1 original + 1 copy showing the existing condition. Survey should not be more than 3 years old.
- 4. Photographs of the building; front and rear views; side view (where visible); current Google or similar aerial image of the property (where available). The date the photographs were taken shall be provided with the images.
- 5. Photographic montage representation of the block frontage, both sides of the street, where the building is located.
- 6. Photographs of relevant structural elements. If the application is for complete demolition based on the failing condition of the existing structure, photographic evidence of those elements; foundation, structural supports, walls, roof, etc. must be well represented. If the application is for partial demolition, a photographic inventory should be provided showing elements that will be removed and those that are to be retained.
- 7. Engineer's report by a Licensed Engineer in the State of New Jersey including the following:
 - a. A detailed description of the existing condition and evidence supporting the demolition or partial demolition of the subject structure, including photographs.
 - b. An evaluation of the buildings adjacent to the subject structure; including age, condition of their foundations, and any actions required or potentially necessary to protect those buildings if the subject structure is demolished (i.e. underpinning of foundations, bracing or other reinforcement, facade stabilization, etc.).
- 8. Architectural drawings and/or renderings by a Licensed Architect in the State of New Jersey including the following:
 - a. Title block including: property address including block and lot; name, signature, address, and license number of the professional(s) who prepared the plans; and the name and address of the applicant and the owner.
 - b. Date of original preparation and the dates of each revision, where applicable.
 - c. Signature block or other appropriate place for the signatures of the Commission Chair, Secretary, and Administrative Officer.
 - d. Key map showing the entire tract; all property and buildings within 200 feet of the subject property; and the Tax Map block and lot numbers and owners names for each parcel.
 - e. Detailed elevation drawings and/or renderings showing, at minimum: existing and proposed building elevations; front required, side view required where visible from the street; detailed demolition information including specifications of any portions of the structure and/or any architectural elements that are to be retained; and a proposed materials list for the new building and/or facade including, but not limited to, facade finish materials, trims, windows, doors, cornice detail, and roof material (where visible).
- 9. Any and all other information and data necessary to meet the requirements of this chapter

- As the Applicant, I understand that the Historic Preservation Commission or the Administrative Officer for the Commission*
- may require additional information for my application to be considered "complete" AND that an applicant, owner or a representative must appear before the Commission at a public hearing, or my application will not be heard.*

WAIVERS REQUESTED (provide detailed reason for request, add additional sheets if necessary):

CHECKLIST FOR CONSTRUCTION & SUBSTANTIAL ALTERATION APPLICATIONS

(The application is applicable to all Historic Overlay (HO) areas)

The following items are required for submission of a complete application for construction or substantial alteration to the Historic Preservation Commission. Some items may not apply to all applications. The applicant may request that certain items be waived by the Commission and the Commission may, at their discretion, by majority vote of the Commission waive said item.

REQUIRED FOR ALL APPLICATIONS:

- 1. Completed application, checklist, drawings and presentation materials submitted in digital format (pdf or similar, cd or thumb drive), plus 3 full set of hard copies submitted to the Commission Secretary. Additional copies will be specified later.
- 2. Fees; administrative fees and escrow fees in 2 separate checks payable to the City of Hoboken. Fee schedule is available on the City's website and from the Commission Secretary.
- 3. Property survey; 1 original + 1 copy showing the existing condition. Survey should not be more than 3 years old.
- 4. Photographs: of the site and any existing structures; front and rear views; side view (where visible). All photographs should be dated showing when they were taken and by who.
- 5. Aerial image of the property with the original date the image was made and by who.
- 6. Photographs of architectural and decorative elements. For additions or other substantial alterations, detailed photos must be provided of the existing structure that is to be altered, including but not limited to: front/side facade material and finish, door and window details, hardware, cornice, stoop and railings, and any other features that may be affected.
- 7. Architectural drawings and/or renderings by a Licensed Architect in the State of New Jersey including the following:
 - a. Title block including: property address including block and lot; name, signature, address, and license number of the professional(s) who prepared the plans; and the name and address of the applicant and the owner.
 - b. Date of original preparation and the dates of each revision, where applicable.
 - c. Signature block or other appropriate place for the signatures of the Commission Chair, Secretary, and Administrative Officer.
 - d. Key map showing the entire tract; all property and buildings within 200 feet of the subject property; and the Tax Map block and lot numbers and owners names for each parcel.
 - e. Detailed elevation drawings and/or renderings showing, at minimum: existing and proposed building elevations; front required, side view required where visible from the street; detailed demolition information including specifications of any portions of the structure and/or any architectural elements that are to be retained; and a proposed materials list for the new building and/or facade including, but not limited to, facade finish materials, trims, windows, doors, cornice detail, and roof material (where visible).
 - Visibility angle study showing the visibility of any addition or added roof appurtenances from the public right-of-way.
- 9. Any other information and data necessary to meet the requirements of this chapter.

As the Applicant, I understand that the Historic Preservation Commission or the Administrative Officer for the Commission may require additional information for my application to be considered "complete" AND that an applicant, owner or a representative must appear before the Commission at a public hearing, or my application will not be heard.

WAIVERS REQUESTED (provide detailed reason for request, add additional sheets if necessary):