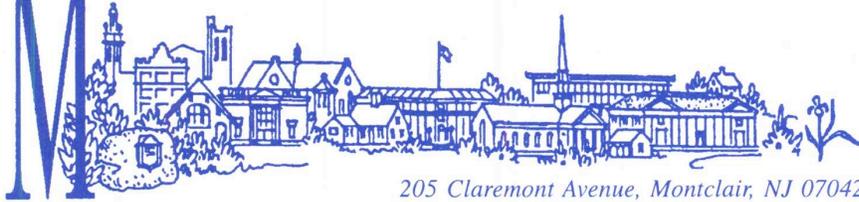


Montclair Historic Preservation Commission



205 Claremont Avenue, Montclair, NJ 07042
Telephone: 973 509-4955 Fax: 973 509-4943

APPLICATION CERTIFICATE OF APPROPRIATENESS

For office processing:

Date received _____ Application No. _____

NECESSARY ATTACHMENTS:

- 3 COPIES** of completed application (pages 1-2; *pages 3 or 4 if applicable*)
- WRITTEN SCOPE/** project description (bottom of page 2, attach additional pages)
- 15 COPIES** of attachments/ drawings as needed (as noted on pages 3 and 4)
- 1 ELECTRONIC COPY** of attachments/drawings (either by email or on CD)
- APPLICATION FEE & ESCROW FEE** (two separate checks)

APPLICATION FEE: (*separate check payable to Township of Montclair*)

- Application Fee \$100

ESCROW DOWNPAYMENT: (*separate check payable to Township of Montclair*)

- Conceptual Review Fee \$150
- Signage or Awnings Fee \$150
- Façade Improvements Fee \$500
- Telecommunications Fee \$300
- Site Plan Fee \$800

Applicant should print or type, answering the following as accurately as possible:

PROPERTY DATA:

Property Address: _____

Block Number: _____ Lot Number: _____

PROPERTY OWNER DATA:

Property Owner Name: _____

Street Address: _____

City, State & Zip Code: _____

Home Phone: _____ Work Phone: _____

CHECKLIST OF ATTACHMENTS

The Planning Office has examples of all types of applications available for review by prospective applicants. Before submission of an application occurs, the applicant is encouraged to discuss the submission requirements with the Planning Office.

REQUIRED FOR ALL APPLICATIONS:

- Photographs showing existing condition of the entire building façade.
- Close-up photographs showing details of the area of work.

The following is a list of typical attachments needed in addition to the photographs, but may change or expand depending on the work proposed:

SIGNAGE & AWNINGS:

- Photo montage with sign or awning drawn or photo-manipulated / photoshopped in the **exact location** proposed;
- Proposed sign material noted (i.e. wood, acrylic, PVC) or awning fabric sample;
- Measured drawings showing *height and width* dimensions of proposed sign or awning;
- Section drawing showing *side view and projection* of proposed sign or awning from the building façade;
- Method of installation of sign or awning onto storefront or sign band. Note the storefront material. (For brick buildings, signs should be attached in the mortar); and
- Review that signage or awning complies with **Montclair Code 347-109** zoning regulations *as noted below*. **Complete information below as applicable, then note these dimensions on the drawings submitted:**

WALL MOUNTED SIGNS:

Projection of sign from building (max 6"):		Sign height (max 24"):	
Total storefront width (sq ft):		Sign width:	
Total sign area (sq ft - can not exceed storefront width noted above):			

WINDOW SIGNS:

Height above grade level (must be between 8' - 12'):			
Window height:		Sign height (Max 24"):	
Window width:		Sign width:	
Total window area (sq ft):		Total sign area (sq ft):	

The total sign area must be 20% or less of the total area of that pane of window glass.

BUSINESS HOURS SIGNS:

Must be inscribed within a polygon no larger than 18" x 24" proposed on the:

- door OR storefront

PROJECTING SIGNS:

Height above grade level (must be between 8' - 12'):		Projection of bracket arm:	
Sign height:		Sign width:	

Note: One projecting sign only per street level business

SECOND FLOOR BUSINESS SIGN:

The only signs permitted above the first floor shall be a single sign for each business establishment, and said sign shall be painted on a single window in gold, black or white (or a combination of the same). Each sign shall be limited to two lines, and each line shall be limited to six inches in height.

AWNINGS:

<input type="checkbox"/> Recovering awning	OR	<input type="checkbox"/> Replacing awning	
<input type="checkbox"/> Fixed awning	OR	<input type="checkbox"/> Retractable awning	
Awning skirt (skirt height 12" or less):		Lettering on skirt (height 6" or less):	
Projection (fixed= 30" to 48"; retractable = 30" to 72"):		Height above grade (fabric 6'-9" min; frame 7' min):	

LIGHTING:

- Detail photographs of area of attachment;
- Manufacturer's information/cut sheets of type of fixture to be used; and
- Photo montage of proposed lighting noting where it will attach to the building.

WINDOWS:

It is recommended that applicants review an example of a windows replacement application prior to compiling documentation and producing drawings.

- Photographs of each existing window to be altered;
- Note if the replacement proposed is of the entire window frame or sash only;
- Elevation showing as-built / existing windows to be replaced;
- Elevation showing proposed windows;
- Cross-section of existing window / as-built, showing head, jamb and sill;
- Cross-section of proposed window showing head, jamb and sill (manufacturer's cut sheets are fine if they show dimensions);
- Example of proposed window corner (optional);
- Documentation about the original windows, photographs or typical windows for the historic period (only necessary if the existing are not historic windows); and
- Conditions statement describing the type and extent of deterioration justifying the window removal.

NEW STOREFRONTS, FAÇADE ALTERATIONS / RESTORATION OR NEW CONSTRUCTION IN HISTORIC DISTRICTS:

It is recommended that applications for new storefronts, façade alterations or restorations, and new construction come forward for a **Conceptual Review** prior to submitting a complete application. Any demolition additional requires approvals.