

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

## CERTIFICATE OF APPROPRIATENESS APPLICATION

Date Received: \_\_\_\_\_

Application Number: \_\_\_\_\_

### Applicant Data\*

Applicant Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship to Property:

- Owner
- Attorney
- Builder/Contractor
- Architect/Designer
- Other \_\_\_\_\_

**\* Unless otherwise requested in writing by the owner, all correspondence will be with the applicant.**

### Property Data

Property Address: \_\_\_\_\_ Zone District: \_\_\_\_\_

Block and Lot Number: \_\_\_\_\_

### Signature

*By signing this application, I hereby certify that the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his/her authorized agent. By signing this application, the owner hereby grants authorization to the Commission members, and its professional and support staff, to enter the property for inspection purposes.*

**Applicant Signature**

**Print Name**

**Date**

**Property Owner Signature**

**Print Name**

**Date**

## Nature of Application

- Storefront/Façade Alteration
- New Construction or Addition
- Relocation of a Structure

## Written Scope of Work

## Required Submission Materials

Each application must be completed and accompanied by sketches, drawings, photographs, descriptions, and other information sufficient to show the proposed work. Specific required items are detailed for each application type in the submission checklist. In preparation for a Certificate of Appropriateness, applicants are encouraged to consult the Township’s [Historic Design Guidelines](#) and [Residential Historic Design Guidelines](#) which detail specific techniques for modifications to historic structures. The Historic Preservation Commission may require subsequent submission of additional materials as is reasonable required to make an informed decision. Digital copies of all submission items must be provided.

All applications must include the following:

- Fifteen copies of the completed application form and all accompanying required checklist items.
- Photographs showing the existing conditions of the entire building façade.
- Close-up photographs showing details of the area of work.

## Application Fee:

A check must be submitted in the amount of \$100 payable to the Township of Montclair.

## Escrow Fee:

A completed W-9 form and a separate check in the appropriate amount below must also accompany the application.

○ Conceptual Review: \$150.00	○ Site Plan: \$800.00
○ Façade Improvements: \$500.00	○ Wireless Telecommunications: \$300.00

# Submission Checklists

## Signage and Awnings

Signage and awning applications must include the following:

1. Photomontage with the sign or awning drawn or photo-manipulated/photoshopped in the exact location proposed (see Figure 1).
2. Proposed sign material noted (i.e., wood, acrylic, PVC) or awning fabric sample and measured drawings showing the height and width dimensions of the proposed sign or awning (see Figure 2).
3. Section drawing showing the side view and projection of the proposed sign or awning from the building facade and the method of installation of the sign or awning onto the storefront or sign band (see Figure 2). Note the storefront material. (For brick buildings, signs should be attached in the mortar.)
4. Dimensions and size calculations of proposed signage for zoning compliance.



Figure 1: Example of Photomontage for Signage Applications



Figure 2: Sample of section drawing for signage.

## Lighting

Lighting applications must also include the following:

1. Detail photographs of the area of attachment.
2. Manufacturer's information/cut sheets of the type of fixture to be used.
3. Photomontage of proposed lighting, showing where it attaches to the building.
4. Details showing dimensions of proposed light fixtures, including the distance the lights will project from the facade, height above the street or sidewalk, any supports or framing, the location of electrical conduits, and how the light fixtures will be mounted to the exterior wall (see Figure 3).



Figure 3: Sample of Lighting Details

# Windows

Window applications must also include the following:

1. Photographs of each existing window to be altered.
2. Note if the replacement proposed is of the entire window frame or sash only.
3. Photo or drawing showing as-built/existing windows to be replaced, including a cross-section of existing windows as-built, showing head, jamb and sill.
4. Details showing proposed windows, including a cross-section of proposed windows showing head, jamb and sill (manufacturer's cut sheets are fine if they show dimensions) (see Figure 4).
5. Documentation about the original windows, photographs or typical windows for the historic period (if available and only necessary if the existing are not historic windows).
6. Conditions statement describing the type and extent of deterioration justifying the window removal.

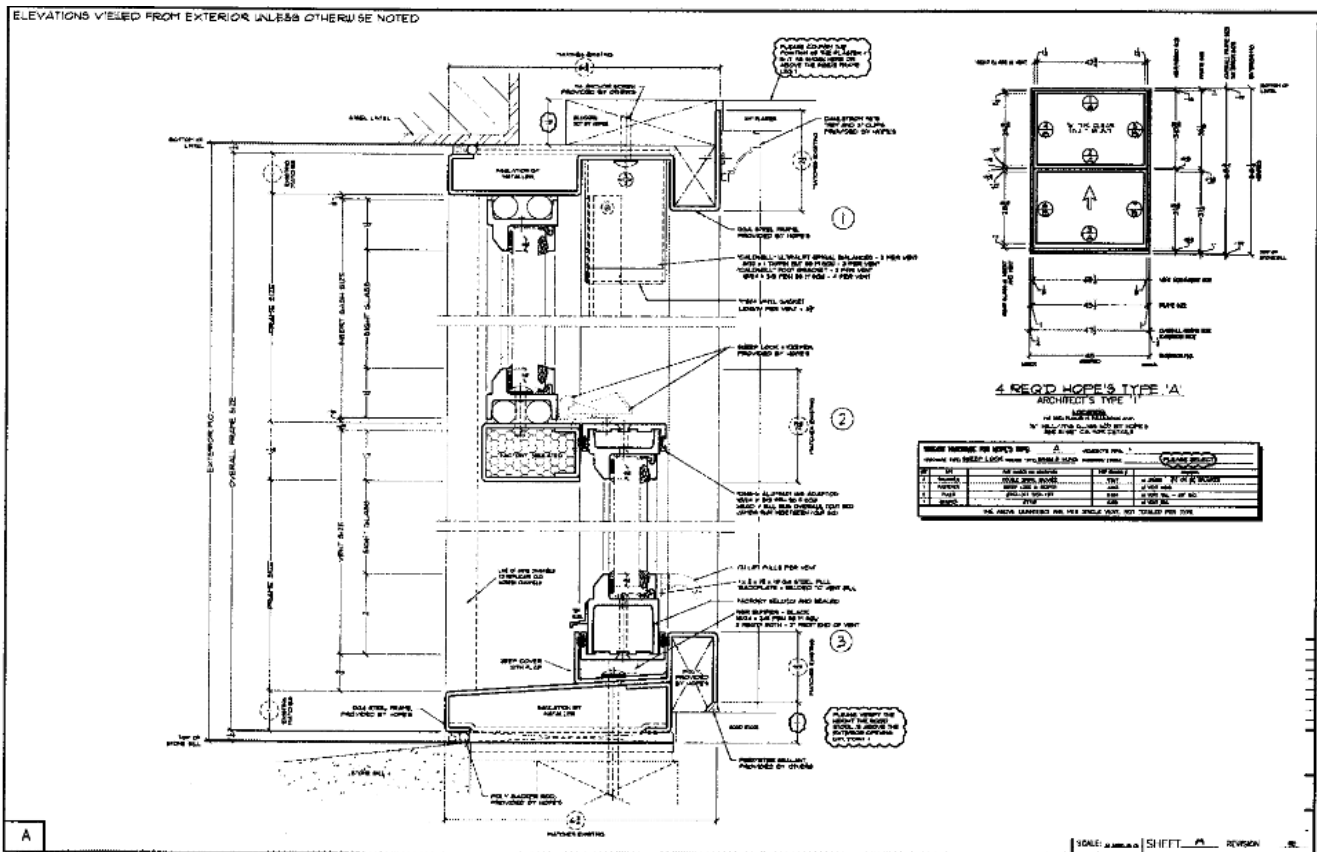


Figure 4: Sample of Window Details

## Storefronts

Applications for new storefronts, facade alternations/restorations or new construction/additions must also include the following:

1. Existing site plan or detailed survey drawing.
2. Proposed site plan with color graphics to differentiate new from existing.
3. Photographs of the existing structure, with "detail" photos of the specific facades and architectural features (doors, windows, railings, siding, roofing, paving, etc.) that are to be altered or repaired. If the proposed project is within any historic district, applicants must include photographs of adjacent structures and the existing streetscape taken from across the street.
4. Existing exterior elevation drawings.
5. A complete set of working drawings for the proposed project and, in the case of an addition, elevation drawings that show the proposed addition together with the existing structure; scaled construction drawings showing proposed alterations of the relevant facade(s) and architectural features. If the proposed project is located within an historic district, applicants must include a streetscape elevation and color rendering showing the new development in the context of neighboring buildings, structures, and sites. Three-dimensional models are optional.
6. Photomontage, renderings, and color elevation drawings of the proposed facade(s).
7. Descriptions of the materials, size, and spacing of architectural features that are to be altered or repaired, their present condition, and the reasons for their proposed alteration or repair.
8. Detailed specifications, cut sheets, manufacturer's product information, and mock-up boards for all proposed exterior materials and color palettes, including dimensions, compositions, application methods, and recommended uses. Samples of the proposed materials may be required.
9. Specifications, cut sheets, and manufacturer's product information for all exterior lighting proposed.
10. Specifications for any proposed masonry patching, brick repointing, mortar analysis, brick replacement, and facade cleaning.
11. Specifications, cut sheets, and manufacturer's product information for any proposed exterior coatings, waterproofing measures, or chemical solutions to be applied.
12. Scaffolding drawings (if applicable).
13. Relocation of existing structures:
14. Photographs of the existing structure and adjacent buildings and the proposed relocation site and its adjacent buildings.
15. Statement of the need/purposes for the proposed relocation and any alternatives to relocation that were considered by the applicant.
16. Estimated damage to the structure or loss of any of its architectural elements that may result from the proposed relocation. (If any alterations are proposed to the structure after relocation, the applicant must meet the requirements of the sections above.)
17. Description of the relocation process and time frame, including moving the building intact, numbering and disassembling, and storage security before reassembly.
18. Site plan for the existing structure, as well as the site plan for the structure on the proposed relocation site.