

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

CERTIFICATE OF APPROPRIATENESS MINOR 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

Minor Applications

Minor applications include fences, signs, awnings, lighting, paving or streetscape work which will not substantially affect the characteristics of the historic landmark or the historic district. It also includes field changes for certificates of appropriateness which have already been issued. Any work that involves demolition, relocation or removal of an historic landmark or a key or contributing resource in an historic district may not be considered a minor application.

Nature of Minor Application

- Signage or Awning
- Lighting
- Window Replacement
- Fence
- Paving or streetscape alterations

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. 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 Minor Application Committee may require subsequent submission of additional materials as is reasonable required to make an informed decision.

All minor applications must include the following:

- One copy 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.

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.

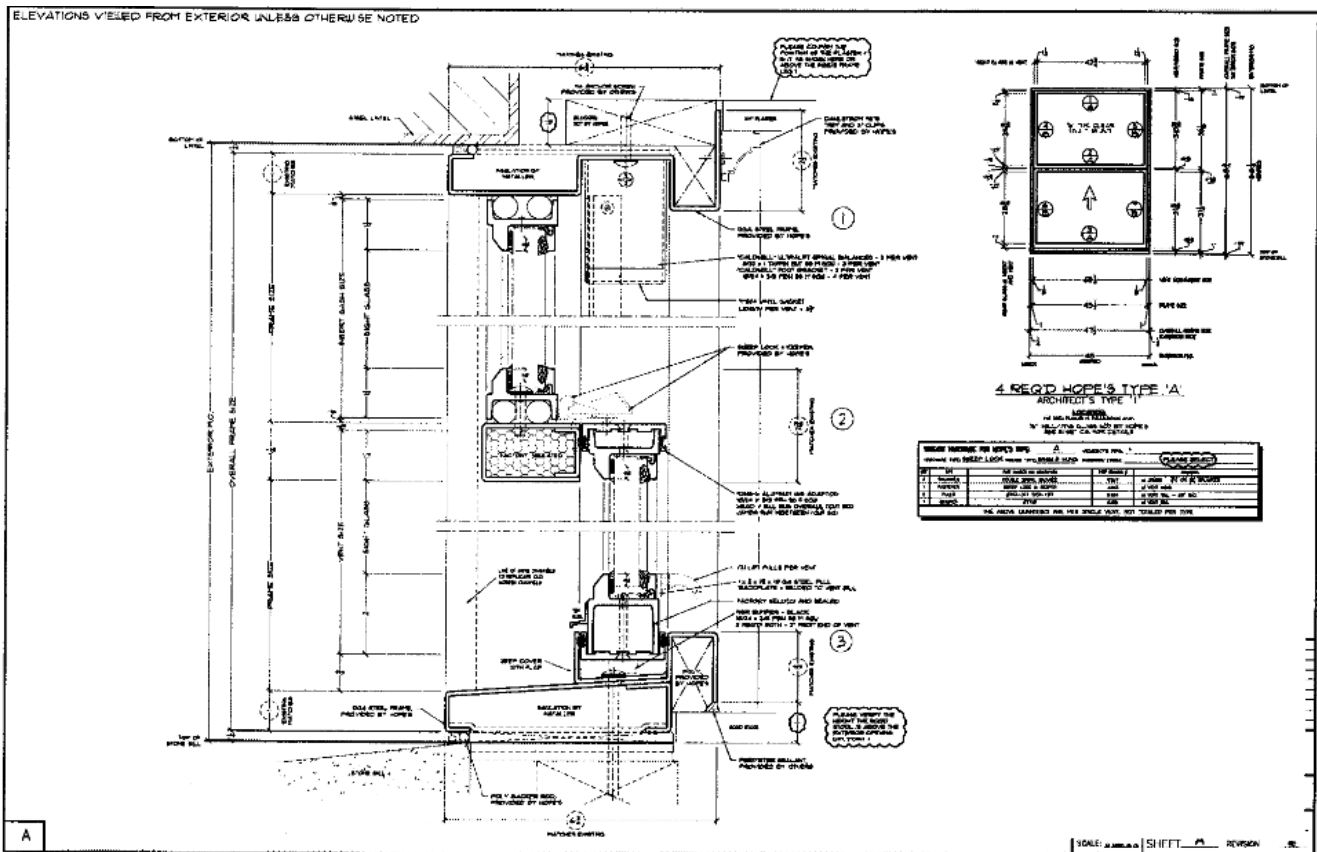


Figure 4: Sample of Window Details