



Town of Westfield Historic Preservation Commission

Instructions for Long Form Application for Certificate of Appropriateness

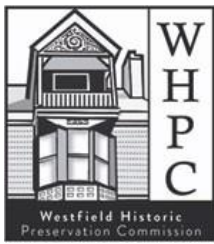
1. This is the regular application for any work to be performed on a home or other structure that has been designated locally as a historic landmark, or is within a historic district (currently, only the Kimball Avenue Historic District). This form should be submitted in all instances in which (1) “major” work is being proposed; (2) minor work is being proposed, but you want review of that proposed work by the full Historic Preservation Commission; or (3) you are uncertain as to whether the work proposed is properly characterized as minor or major work.

Minor work is defined as any work that:

- (a) does not involve demolition, relocation, or removal of a historic landmark or structure within a historic district; or
- (b) does not involve an addition to a historic landmark or property in a historic district, or new construction in a historic district; or
- (c) is a request for approval of fences, signs, awnings, or lighting, which will not substantially affect the characteristics of the historic landmark or district; or
- (d) is a request for a “field change” sought to be made after a Certificate of Appropriateness has already been issued, and which change does not affect the architectural significance of the historic landmark or district; or
- (e) does not involve a change to the roofline of any building on a historic landmark; or
- (f) involves ten percent (10%) or less of the “exterior façade” of any building on a historic landmark.

Major work is defined as (1) any application for a Certificate of Appropriateness that is not otherwise defined as “minor work” as defined above, or (2) any application that involves the subdivision of a historic landmark by the Planning or Zoning Boards, or any individual property within a historic district.

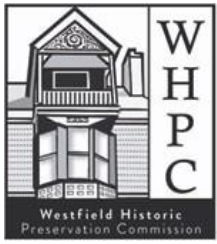
The Town Planner, in conjunction with the Application Subcommittee of the HPC, will review the application for completeness, as well as verifying that the application is for either “major” or “minor” work. Depending on the determination made by the Town Planner and Application Subcommittee, you will be required to provide further information and documentation, as set forth below. However, if you believe that this application should be classified as a major application, you can expedite the process by supplying the required information with the application. Otherwise, you can await the determination of the Commission before providing the required material, and required notice and publication.



2. In completing this application, it is important that you include a detailed description of the work proposed.
3. For **minor work**, it is requested that your application include the following:
 - a. A copy of current property survey prepared by a licensed Land Surveyor including metes and boundary lines, and location and scale of all existing structures and improvements.
 - b. Photographs depicting existing building(s), structure(s), and conditions on the subject landmark and on immediately adjacent properties.
 - c. Specification of materials to be used in completing the project and proposed colors of exterior finishes, if applicable.
 - d. Sketches or drawings illustrating the project, as proposed.
 - e. A copy of the Administrative Officer's notice advising the applicant of the need to file if such notice was provided to the applicant.
 - f. A copy of any application approved by the Planning Board or Zoning Board of Adjustment, as applicable, along with the Board's memorializing resolution.
 - g. Such additional information as the applicant or the Commission may find necessary to clearly explain and/or illustrate the project proposal and to assess whether or not a Certificate of Appropriateness will be issued.

For **major work**, all of the above information must be submitted, as well as the following:

- a. Scaled drawings prepared by a licensed professional depicting existing and proposed: landmark layout, building elevations, floor plans, roof layout plans, and materials specifications.
 - b. For new buildings, additions to buildings, and/or those affecting ten percent (10%) or more of the facade of a building, scaled professional drawings shall include detailed information concerning significant architectural elements, including but not limited to such items as windows, porches, porticos, chimneys, doors, stoops, cornices, and decorative features.
 - c. For new construction, a streetscape elevation drawn to scale, showing the new structure in the context of neighboring buildings.
 - d. A written statement or report prepared by a qualified professional (i.e., an individual knowledgeable in historic architecture who is also an architect, landscape architect, planner, architectural historian, or other like professional) discussing the relationship between the project proposal and the standards of review as set forth in § 8 hereof.
4. **You may seek a waiver of submission of any or all of the material set forth above.** Any request for such waiver(s) by an must accompany the application and must include a statement of the reasons for such request (for example, minor repairs or replacement of materials, etc.).



5. You may submit your application either in-person, by mail, or via email, as follows:

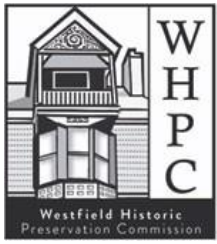
In-Person and Regular Mail

Maria Rose Breien
HPC Secretary
Department of Public Works Building
959 North Avenue West
Westfield, NJ 07090

Via Email

mbreien@westfieldnj.gov

Should you have any questions, you may call HPC Secretary Maria Rose Breien at (908) 789-4100, extension 4602, or email her at mbreien@westfieldnj.gov



Town of Westfield
Historic Preservation Commission

Application for Certificate of Appropriateness

1. Property address: _____ Block/Lot: _____

Owner: _____ Address: _____

Applicant: _____ Address: _____

Current use of property: _____ Approximate lot size: _____

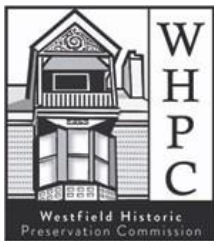
- 2. Check one: The property has been designated a historic landmark
- The property is located in the Kimball Avenue Historic District

- 3. The Certificate is sought for the following purpose:
 - to demolish an improvement (i.e., structure) on a property either (1) designated as a historic landmark, or (2) within a historic district.
 - to relocate a historic landmark or an improvement within a historic district.
 - to change the exterior facade of a historic landmark, or an improvement within a historic district by:

- | | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> Change or add new signs or exterior lighting |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Restoration | <input type="checkbox"/> Constructing an improvement |
| <input type="checkbox"/> Replacement | <input type="checkbox"/> Reconstruction | |

4. Please describe the proposed changes in sufficient detail to allow the Historic Preservation Commission to understand fully the nature and extent of the work to be performed. Attach drawings, photographs, and other material as necessary.

- 5. Please comment (as applicable) on the impact of the proposed changes on:
 - the historic and architectural character of the landmark or improvement
 - the public interest
 - the public view of the landmark or improvement
 - the character and ambience of the historic district

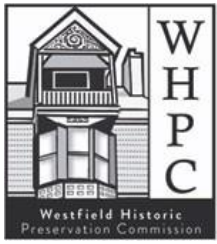


6. **Demolitions only:** Comment on the extent to which the retention of the structure would or would not promote the general welfare and historical heritage of Westfield.

7. **Relocations only:** Describe the extent of the historic loss to the original site and the reasons for not retaining the landmark or structure at its present site.

8. In considering your application, the Historic Preservation Commission will evaluate the effect of the proposed change on the landmark or historic district, based in part, on the following visual compatibility factors: height, proportion of front façade, proportion of openings within the facility, rhythm of solids to voids on facades, rhythm of spacing of buildings on streets, rhythm of entrance and/or porch projections, relationship of materials and texture, roof shapes, walls of continuity, scale of building, and directional expression of front elevation. Please comment on any of these factors which you feel would help clarify your application.

9. Do you allege that a Certificate of Appropriateness should be granted because the proposed change will not be visible from any public vantage point and therefore cannot adversely affect the public interest? If so, please explain.



In reviewing this application, the Commission will classify it as a minor or major application. If the application is classified as a major application, you must provide proof that all property owners within 200 feet of the lot lines of the landmark property have been notified and that notice has been published in the Westfield Leader at least 10 days before the hearing.

If you feel that this application may be classified as a major application, you can expedite the process by supplying the required information with the application. Otherwise, you can await the determination of the Commission before providing notice and publication.

Owner/Applicant

Co-owner/Applicant

Date