



Town of Westfield Historic Preservation Commission

Instructions for Short Form Application for Certificate of Appropriateness, Minor Work

1. This application is intended for “minor work” 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).

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.
2. In completing the Minor Work application, it is important that you include a detailed description of the work proposed. In addition, 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.
3. **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.).
 4. You may submit your application either in-person, by mail, or via email, as follows:

<u>In-Person and Regular Mail</u>	<u>Via Email</u>
<p>Maria Rose Breien HPC Secretary Department of Public Works Building 959 North Avenue West Westfield, NJ 07090</p>	<p>mbreien@westfieldnj.gov</p>

5. 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 “minor work.” If in its review of a completed application, it is determined that the application does not require review by the full Historic Preservation Commission, the proposed work may be reviewed and approved by the chairperson of the HPC or his/her designee.
6. 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.



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1. Property address: _____

Block/Lot: _____

Owner: _____

Owner address: _____

Applicant (if different from Owner): _____

Address (if different): _____

2. The Certificate is sought for the following purpose. (Please describe the proposed changes in sufficient detail to allow the Historic Preservation Commission to understand fully the nature and extent of the change. Include a description of the type of materials to be used, when you anticipate the work will begin, and how long it will take. Attach drawings, photographs, and other material as necessary.)

Date

Owner/Applicant

Co-owner/Applicant