

# **City of Lambertville Historic Preservation Commission Permit Procedure**

All properties located in the Central Business District (CBD) are required to obtain approval from the Historic Preservation Commission for any & all exterior modifications.

If you are unsure as to whether you are required to obtain approval, please feel free to contact Crystal Lawton, the Commission Secretary, at (609) 397-0803.

Although you are not required to attend the Historic Preservation Commission meetings for your application, it is strongly recommended that you do, either in person or by authorized representative. If you are in attendance and the board members have any questions, they can be addressed immediately.

If the Commission can not act on your application or imposes conditions with which you disagree with, you must appear at the next meeting of the Commission to state your case. No application will be expedited.

If modifications are completed prior to the approval of the Historic Preservation Commission, you will be subject to a penalty and may have to remove the changes that have been done.

All applications should include color copies of the proposed work, drawings, before and after pictures, sell sheets, catalogue copies and samples of proposed hardware, roofing, siding & windows. This will help the board in understanding your intended changes. Please provide seven copies of all documents submitted. Only one copy needs to be in color

Applications and the application fee of \$25.00, may be submitted to the Construction Office, Monday thru Friday 9 am – 4 pm or you may mail them to:

*City of Lambertville  
Historic Preservation Commission  
25 South Union Street  
Lambertville, NJ 08530*

Please be advised...

All applications must be received the Wednesday prior the scheduled meeting date, if you wish to be heard at the next meeting.

The Historic Preservation Commission meets the 2<sup>nd</sup> Monday of every month, at The Justice Center, at 7:30 pm.

Historic Preservation Commission  
City of Lambertville

APPLICATION FORM  
For  
HISTORIC PRESERVATION REVIEW

**Official Use Only:**

Case Number: \_\_\_\_\_ Date Filed: \_\_\_\_\_  
Fee of \$25.00 Paid: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

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**Instructions:** Please fill out this application using legible handwriting or a word processor. Application must be submitted to the Historic Preservation Commission at least 14 days prior to the scheduled monthly meeting.

**Location:** Street Address: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_ CBD Only \_\_\_\_\_

**Owner:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
**Owner's Signature:** \_\_\_\_\_

**Applicant:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
**Applicant's Signature:** \_\_\_\_\_

**Attorney:** Name of Law Firm: \_\_\_\_\_  
Name of Attorney: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**TYPE OF APPLICATION**

**A. Site Plan:** All site plan applications must first go through the Planning Board

1. Major \_\_\_\_\_
2. Minor \_\_\_\_\_

**B. Preservation Plan:** \_\_\_\_\_

**C. Demolition:** \_\_\_\_\_

**D. Signage:**

Location of Sign on Building: \_\_\_\_\_

Sign Base Material (Wood, Composite, etc.) \_\_\_\_\_

Sign will be: Single-Sided \_\_\_ Double Sided \_\_\_

Dimensions: Width: \_\_\_ Height: \_\_\_

Is the new sign replacing an existing sign? Y / N

How will the new sign be hung? \_\_\_\_\_

What type of hardware will you be using? \_\_\_\_\_

Style & Lettering of new sign: \_\_\_\_\_

Is there existing lighting?: \_\_\_\_\_

If there is no existing lighting, are you proposing to install lighting? Explain:

\_\_\_\_\_

\*\*\*Please provide the following information with your application:

\_\_\_ Color picture of the front of the building.

\_\_\_ Color picture of the street including neighboring buildings.

\_\_\_ Color picture of the proposed sign.

*Please attach a sketch, plan or photograph of the proposed sign and a photograph of the location in which the sign will be located.*

**E. Other:** \_\_\_\_\_

**DESCRIPTION OF APPLICATION BY CATEGORY**

**A.** Structure to be erected, relocated, enlarged, externally altered or reconstructed: \_\_\_\_\_

**B.** Structure / Change in Use: \_\_\_\_\_

**C.** Land to be Cleared or Altered: \_\_\_\_\_

**D.** Land Change in Use: \_\_\_\_\_

**E.** Open parking area to be constructed, installed or enlarged: \_\_\_\_\_

**F.** Other (i.e. signs) \_\_\_\_\_

Explanations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUPPLEMENTAL APPLICATIONS**

**Subdivision:** Required: \_\_\_\_\_ Attached: \_\_\_\_\_

**Site Plan Review:** Required: \_\_\_\_\_ Attached: \_\_\_\_\_

**Regional Planning Board:** Required: \_\_\_\_\_ Attached: \_\_\_\_\_

**Zoning Board of Adjustment:** Required: \_\_\_\_\_ Attached: \_\_\_\_\_

**Note:**

- A. Application for Preservation Plan Approval must be accompanied by such documents determined to be minimally sufficient to permit disposition of the application by the Historic Preservation Commission.
  1. Roofing materials; sample
  2. Exterior Light Fixtures: Catalogue Cut Outs
  3. Scaled drawings of façade Improvements
  4. Signage Details: Style & Size of Lettering; Lighting
  5. Landscape Plan
  6. Paving Materials
  7. Door & Window Replacement Details
- B. Final Historic Preservation Approval is conditional upon receipt of a photograph(s) of the completed development / improvements.
- C. Please provide sketch / plan below or attach extra sheet if applicable.