

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
18 York 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 2nd Monday of every month, at City Hall, at 7 pm.

APPLICATION FORM
For
HISTORIC PRESERVATION REVIEW

Official Use Only:

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

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: _____

Applicant: Name: _____
Address: _____
Telephone Number: _____

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. 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.