



Community Development Department  
Historic Preservation Commission  
Phone: (856) 456-7105  
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*Where Great Things Are Happening!™*

## CITY OF GLOUCESTER CITY HISTORIC PRESERVATION COMMISSION APPLICATION FOR CERTIFICATION OF APPROPRIATENESS

### **GLOUCESTER CITY HISTORIC PRESERVATION COMMISSION MEMBERS:**

The Gloucester City Historic Preservation Commission (GCHPC) consists of the following members:  
Will Geisey, Mary Jane Goheen, Sally Green, Louisa Llewellyn, David Munn (Chairman,)  
Frances Pollander (Secretary,) David Townsend

### **MEETINGS:**

The GCHPC holds its monthly meetings on the 1<sup>st</sup> Wednesday of the month, at 7:30 p.m. at 313 Monmouth Street, City Hall.

### **APPLICATION PROCEDURE:**

1. Each application must be submitted to the Gloucester City Community Development Office at 512 Monmouth Street, Gloucester City, NJ 08030 **NO LATER THEN 10 DAYS PRIOR TO THE GCHPC MEETING** and must be accompanied by detailed sketches, drawings, photographs, descriptions or other information sufficient to show the proposed alterations, additions, changes or new construction. The GCHPC may require the subsequent submission of such additional materials as it reasonably requires to make an informed decision. A submission shall include:
  - a. The completed and signed application
  - b. At least (1) photograph of the entire structure
  - c. Four (4) copies of drawings, photographs material brochures, samples, specifications or any other information that may be necessary to assist the GCHPC with their decision.
  - d. Four (4) copies of the property survey
  - e. IF APPLICABLE – Four (4) copies of a site plan showing the location of new and existing structures on the site and their location with respect to the building line, property lines and the front of those buildings or structures immediately adjacent to each side of the lot to be built upon.
  - f. IF APPLICABLE – Four (4) copies of the façade elevation(s) of the proposed work in sufficient detail to identify the limits and location of the proposed work and existing and proposed materials to be used.
2. The Historic Preservation Commission will review the application at its regularly scheduled meeting. They will make a decision and pass such a decision onto the Gloucester City Planning/Zoning Board in the form of a recommendation. The Planning/Zoning Board will then make a final decision based on the recommendation of the HPC at their regularly scheduled meeting held on the 3<sup>rd</sup> Wednesday of every month at 7:30 pm at City Hall. If the application is approved, a Certificate of Appropriateness will be immediately issued.
3. All applicants **MUST** attend the GCHPC meeting or send a representative that is familiar with the proposed improvement or the application will not be heard. All corporations seeking application must be represented by an attorney who shall be present at the meeting.

**Applicant(s) Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**Relationship of applicant to property (please check all that apply):**

Owner(s) \_\_\_\_\_

Property under Contract \_\_\_\_\_

Lessee \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Explanation if Other \_\_\_\_\_

**Owner(s) Information (if different than applicant):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Information (of proposed improvement):**

Address of Property (of proposed improvement): \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Describe in detail the proposed work to be done at the property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor(s) Information:**

Name: \_\_\_\_\_

Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**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 GCHPC members, and its professional and support staff to enter the property in question for inspection purposes.**

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Signature of Applicant(s) (Print Name) Date

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Signature of Owner(s) (if different than applicant) (Print Name) Date

**PLEASE NOTE: Submittal of this application form (properly signed) with the indicated copies of documents and the application fee will constitute a complete application. Upon receipt of a complete application the Board Secretary will schedule the application with the Commission. The applicant delays his/her own application if all of these required items are not submitted. The Commission shall reach a decision on the application within forty-five (45) days of submission of a complete application. The applicant must appear in front of the GCHPC in order to present the application during the public hearing on the scheduled date. If the applicant is not present, the application will not be heard at that scheduled meeting.**

<b>TO BE COMPLETED BY CITY STAFF ONLY:</b>		Application # _____
Date Received _____	Received By: _____	
Classification: _____ Major Application	_____ Minor Application	
Determination: _____ Approved	_____ Conditional Approval	_____ Denied
Comments: _____		
Signature of Administrative Official: _____		Date: _____
Distribution Line: _____ Member _____ Code Official _____ Applicant _____ File _____ Other		