

# Historic Preservation Commission

## Application Procedures

### *Submitting Your Application*

Your completed application may be submitted in person or by mail to City Hall, 18 York Street, Lambertville, NJ 08530, Monday through Friday, 9:00am to 4:00 pm. All applications must be submitted at least one week prior to the scheduled meeting. Meetings are held the second Tuesday of each month.

While not required, an electronic copy is appreciated and may be emailed to [Historicpreservation@lambertvillenj.org](mailto:Historicpreservation@lambertvillenj.org). **An electronic copy does not constitute official application.**

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

Applications and the application fee of \$50.00 may be submitted to City Hall, 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

### *Fees*

There is an application fee of \$50.00 for signs and site plans. You may submit your fee along with your completed application to City Hall, as described above. We accept checks, money orders, most major credit cards, and cash.

### *Please be advised*

All applications must be received no later than the Wednesday prior the scheduled meeting date, at which you wish your application to be considered. The Historic Preservation Commission meets at 7:30pm on the 2nd Tuesday of every month, at the Phillip L. Pittore Justice Center (ACME), 25 South Union Street Lambertville, NJ. Please confirm the meeting date as schedules can change.

### *Understanding the Application Process*

The Historic Preservation Commission oversees all changes made to the exterior of buildings/properties within the Historic District of Lambertville. This oversight is provided by the City as necessary to protect the rich historical significance of one of the prettiest small towns in America, as described by Forbes Magazine. Adherence to the Commission's oversight ensures that you maintain or increase your property values, as well as those of your neighbors. Additionally, members of the Commission often share their expertise to guide you in cost effective materials that will protect your investment.

### *Choosing the Right Application*

There are two applications available for the Historic Preservation Commission. The first application is simple for those seeking to add signage to their property. The second application is for site reviews. Both applications may be submitted together but both fees must be paid. If you have any questions regarding which application to submit, please contact Chair Stewart Palilonis at (609) 397-1130.

### *Questions Regarding the Application Process*

All questions regarding the application process may be directed to Chair Stewart Palilonis at (609) 397-1130.

### *Permit Procedure*

All properties located in the Historic District (HD), which consists of the Central Business District (CBD), the Service Commercial District (SCD) and the General Commercial District (GCD), 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 contact Chair Stewart Palilonis at (609) 397-1130.

### *Appearance*

It is highly recommended that you, or your agent, appear before the Commission, although it is not required. Your presence ensures that questions be answered immediately which excels the approval process. Otherwise it may be necessary for you to appear at the next meeting of the HPC. If you are incorporated, a corporation or LLC, representation by an attorney is required.

### *Appeals*

A final decision of the HPC may be appealed to the City Zoning Board of Adjustment (ZBA). See the ZBA's secretary for further information.

### *Fines & Penalties*

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