

Historic Preservation Commission
Application for Historic Preservation Review

Sign Approval

Checklist

Your completed application includes the following:

- 1) Completed *Application for Historic Preservation Review- Sign Approval* form and supporting documents, including **8 hard copies for the Commission. At least one copy must be in color.**
- 2) \$50.00 fee paid
- 3) Copies of supplemental applications, as required.
- 4) Sample materials, as appropriate. Only one sample need be provided.
- 5) One set of photographs for the official application, as appropriate. Photo copies (8) for the Commission sets are acceptable and may be included with the form.
- 6) Completed Historic Preservation Checklist, as appropriate

These materials inform the Commission of your intentions. **Please provide seven copies of all documents submitted in addition to the application.**

Please note: final approval is required of the Zoning Officer.

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 contact Chair Stewart Palilonis at (609) 397-1130. *Please note that final approval is required of the Zoning Officer.*

Appearance

It is highly recommended that you, or your assign, appear before the Commission, although it is not required. Your presence ensures that questions be answered immediately which excels the approval process.

Appeals

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

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.

Submissions

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 understand your intended changes. Please provide eight copies of all documents submitted. Only one copy needs to be in color. The Checklist is required for all site applications.

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

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 at 7:30pm on the 2nd Tuesday of every month, at the Phillip L. Pittore Justice Center (ACME), 25 South Union Street Lambertville, NJ.

City of Lambertville
Historic Preservation Commission

Application for Historic Preservation Review
Sign Approval

Official Use Only:

Date Filed: _____ \$50 Fee Paid _____

Meeting Date: _____

Complete this application legibly, using black or blue ink.

Location & Street Address: _____

Block: _____ Lot: _____ Zone: _____

Owner of Property

Name: _____

Address: _____

Telephone & Email: _____

Owner's Signature (required): _____

Applicant (If different from Owner)

Name: _____ Relationship to Owner: _____

Address: _____

Telephone & Email: _____

Applicant's Signature (required): _____

Attorney and/or other professional: (If applicable)

Name of Firm: _____

Name of Professional: _____

Address: _____

Telephone & Email: _____

Location of sign on building:

Sign base material: Wood Composite Metal Other

If other, please explain:

Sign will be: Single Sided Double Sided Dimensions: Width_____ Height _____

Replacing an existing sign? Yes No

How will the sign be hung?

Style and size of lettering?

If the sign is to be internally lit, please explain:

If the sign is to be externally lit, please explain:

Explanations and additional comments:

Note:

- A. Application for Sign Approval must be accompanied by such materials determined to be minimally sufficient to permit disposition of the application by the Historic Preservation Commission. They are to include the following, as applicable.
 - a. Exterior light fixture(s): catalog cut outs
 - b. Scaled drawings of sign(s)/change(s)
 - c. Lighting
- B. Final Historic Preservation approval is conditional upon receipt of a photograph(s) of the completed development / improvements.
- C. Final approval is required of the Zoning Officer.

HISTORIC PRESERVATION COMMISSION
CITY OF LAMBERTVILLE, NJ
DESIGN GUIDELINES CHECKLIST

The following items are considered by members of the Commission in reviewing an application for a certificate of appropriateness. An applicant is expected to respond to each applicable item, where applicable, either in writing or at the hearing on the application. Numbers in italics (e.g. 6.2.1) refer to the sections of the “Lambertville Design Guidelines.” Check each item for compliance or waiver (“W”) or non-applicability (“NA”) and submit before the hearing.

1. (New Buildings) Compliance with Design Guidelines Section 5. (6.2.1) _____
2. (New Buildings) Proportion of new building to historic context (6.2.2) _____
3. (New Buildings) Does the new building obscure the view, light or air of existing historic structures or features. (6.2.3) _____
4. (New Buildings) Are ancillary building and features compatible. (6.2.4) _____
5. (New Buildings) Are existing spatial qualities protected. (6.2.5) _____
6. Facade and exterior elevations – compatibility of the fine grain (5.1.1a.) _____
7. If building is in a flood plain, how is scale maintained. (5.1.1b.) _____
8. Treatment of exposed foundations. (5.1.1c.) _____
9. Ratio of wall to windows. (5.1.1d) _____
10. Relationship of architectural elements from base to top. (5.1.1e.) _____
11. Use of natural materials. (5.1.1f.) _____
12. Architectural elevations submission (5.1.1g.) _____
13. Front facades on both sides of corner lot. (5.1.1h.) _____
14. Use of recommended materials. (5.1.1i.) _____
15. Provision of porches where 50% rule applies. (5.1.1j.) _____
16. Orientation toward street. (5.1.1k.) _____
17. Relationship of height to average on block. (5.1.2a.) _____
18. Relationship of “footprint” to original building. (5.1.2b.) _____
19. Use of “human scale.” (5.1.2c.) _____
20. Design of front door. (5.1.3a) _____
21. Window design. (5.1.3b. & c.) _____
22. Provision of display windows. (5.1.3d.) _____
23. Retention of historic architectural features. (5.1.4a.) _____
24. Adaptation of historic elements to new construction. (5.1.4b.) _____
25. Renovation features similar to original. (5.1.4c.) _____
26. Minimal provision of garages. (5.1.5a) _____
27. Fences and walls of natural materials. (5.1.5b.) _____