



## City of Woodbury

# HISTORIC PRESERVATION COMMISSION

The City of Woodbury established its Historic District in 1978 to preserve its rich cultural and architectural heritage for future generations. The maintenance and rehabilitation of buildings in historic districts have positive effects on the community including the stabilization of neighborhoods, retention of or increased property values, and the creation of civic pride.

In order to preserve the historic and cultural heritage of Woodbury, all proposed exterior changes and alterations to a property located within the Historic District must first be reviewed by Woodbury's Historic Preservation Commission and approved by the Planning/Zoning Board. This includes all alterations visible from a public street, sidewalk, alley or way. If you are required to file an application to the HPC, you will need a Certificate of Appropriateness (CoA) before the permit will be issued. You may refer to Woodbury Code: Section 25-1 et seq. [City of Woodbury, NJ Historic Preservation Commission \(ecode360.com\)](http://www.woodbury.nj.us/maps-historic-district-8/) and Section 202-33 et seq. for more detail.

## Instructions

### How to apply for a Certificate of Appropriateness

#### **YOU MUST FILE AN APPLICATION IF:**

Your property is in the Historic District and if what you are changing can be seen from any street, sidewalk or alley. A map is on our website at <http://www.woodbury.nj.us/maps-historic-district-8/> or from our Construction Code office.

#### **Prior to filing your application**

In order to submit your application properly, we strongly urge you to review and consult with a Woodbury Code Enforcement Official. Our Construction Office will guide you through the process in the simplest manner. **Pages three through five of this document outline some of the basic information required, depending on the project you are undertaking.**

#### **How to apply**

- HPC applications may be obtained at the Woodbury Code Enforcement Office or downloaded from the City of Woodbury web site under Community: Commissions and Boards. [City of Woodbury, NJ Historic Preservation Commission \(ecode360.com\)](http://www.woodbury.nj.us/maps-historic-district-8/)
- Review these instructions (Section A), **complete Section B of the application, "Application for Certificate of Appropriateness"** and submit to the Woodbury Code Enforcement Office, 33 Delaware Street, Woodbury, NJ.

#### **Application Process**

- Please submit your applications to the Woodbury Code Enforcement Office no later than **THE FIRST DAY OF THE MONTH by 3:00 p.m.** to be heard at the regular monthly meeting unless otherwise instructed by City officials.

- The HPC schedules your application for review at their monthly meeting and makes recommendations, and details these in the Co/A for each application.
- The Woodbury Planning/Zoning Board (P/Z) reviews the Co/A at their regular monthly meeting. The P/Z Board votes upon each Co/A and a decision is rendered on the application.
- The applicant contacts the Code Enforcement Office for a copy of the Co/A prior to starting any work.

### Application Hearings

- The applicant has the right and is encouraged to be present at the HPC and P/Z hearings.
- **The Woodbury HPC meets the Third Thursday of every month** with the exception of holidays and other conflicts, which may alter the schedule. The meeting begins at 5:30 pm.
- **The Woodbury P/Z Board meets the Fourth Thursday of every month** with the exception of holidays and other conflicts, which may alter the schedule. The meeting begins at **7:00 p.m.**

### Application Submission Requirements

Submit the original application (**Section B**) and any supporting documentation, exhibits, pictures, drawings, and/or brochures to original application. Applicants are encouraged to bring samples of the material with them to the HPC meeting.

### Issuance of Certificate of Appropriateness

- The Woodbury P/Z Board will issue a Co/A after reviewing the HPC recommendation. The Co/A is valid for a period of two (2) years from the date of issuance, and can be extended.
- Appeals of any P/Z Board decisions must be noted on record at the time of the P/Z Board hearing.
- If your application is denied, appeals are heard by City Council within thirty (30) days. A final decision on the application will be rendered by City Council.

### Getting There

The HPC, P/Z Board, and City Council meet in Council Chambers located on the 2nd floor of City Hall, which is accessible via an elevator from the entrance via the Woodbury Public Library or a stairway in the front entrance of City Hall, 33 Delaware Street.

### Contact Us

#### **Historic Preservation Commission:**

Chairperson: Wanda McIlvaine: [wandamcilvainehpc@gmail.com](mailto:wandamcilvainehpc@gmail.com)

#### **Planning/Zoning Board:**

Phone: 856-845-1300, ext. 127, or John Leech, ext. 132. [JLeech@woodbury.nj.us](mailto:JLeech@woodbury.nj.us)

### **Submit Completed Application To:**

[wandamcilvainehpc@gmail.com](mailto:wandamcilvainehpc@gmail.com)

[JLeech@woodbury.nj.us](mailto:JLeech@woodbury.nj.us)

The next three pages are intended to provide you with guidance on your project. While not complete, these will provide you a starting point. It is strongly recommended that you provide as much information as possible with respect to the proposed work to be done and the materials that you intend to use. Photos, sketches, plans, swatches, and brochures are all very helpful and, in many cases, required in order for your application to be properly processed or reviewed.

## **Types of applications and Submission requirements**

### **Additions, New Structures, and Decks**

All new structures and additions are subject to zoning regulations and city ordinance standards set forth in the City of Woodbury Municipal Code. The HPC will review all plans for changes to the property that are visible from a street, place, alley, or way. For new structures, additions to existing structures, and decks, the applicant must provide detailed plans of the proposed structure along with sketches or renderings of the finished project from the vantage that is visible from the street, place, alley or way. This should include architectural details for features such as painting, landscaping, windows, walkways, roofing, fencing, etc., or any of the items described in the section below.

### **Doors**

All door replacement applications must provide information detailing the existing condition of the door, including photos of the location. The application must include the manufacturer and a sample door replacement brochure. Repairs to existing doors do not require a Co/A as long as there are no changes to the door size, color, or materials used. The HPC recommends that doors be in kind or in the style or period of the structure.

### **Fencing**

Fencing height and placement is subject to zoning regulations and city ordinance standards as set forth in the City of Woodbury Municipal Code for the district in which the property is located. Applications for fencing must identify the exact fencing, color and proposed area to be fenced. As part of the application, please submit a brochure for the proposed fence and a full, clear copy of the site plan and/or survey of property. The HPC recommends the use of natural materials such as wood or iron, or materials that replicate the look of wood or iron.

### **Landscaping/Hardscaping**

Landscaping applications should include all replacements, additions and/or alterations of current landscaping features including trees, shrubs, gardens, walkways, retaining walls, driveways and other hardscaping features visible from the public street, place, alley or way. The application must contain a detailed plan of the landscaping, including the specific plants to be used and their location as well as sample(s) and/or brochure(s) indicating materials and color selections. HPC recommends the use of native plants and trees in the landscape.

### **Painting (exterior)**

Please specifically identify all exterior paint to be used by indicating both the brand and color name. Swatches or samples (boards/palettes) of proposed colors must be submitted with the application. The applicant should also submit sketches and/or photos showing generally **where each color will be placed on the structure**. The HPC recommends the applicant visit a paint store to find historic color palettes. Please contact the HPC for assistance with paint selection and palettes.

### **Roofing**

Applications for roofing must identify the manufacturer and color of the proposed roofing materials. The applicant should include details of the specific material, pattern and color selection by submitting a brochure(s) and/or shingle sample with the application along with photos of the existing roof area to be modified. Emergency repairs of a roof are permitted and can be expeditiously approved by the HPC prior to issuing a construction permit. The HPC recommends that roofing materials be selected in the style and period of the structure. For example, there are many composite materials available that replicate materials such as slate.

### **Sidewalks/Walkways**

All sidewalks and walkways are subject to zoning regulations and town ordinance standards as set forth in the Woodbury Municipal Code. Applications for the installation of new and/or replacement walkways should include a rendering of the proposed changes and the materials to be used along with color selection.

**Siding**

All siding applications must identify the manufacture, composition materials and color of the proposed siding that is planned. If windows are to be replaced, see the section on windows. Please include photographs of the structure to be sided and include views taken from the street and showing the streetscape. In addition, photographs that illustrate any architectural detail that will be replaced, removed, or repaired should be included in the application. If areas of the structure are to be repaired and painted, please include details from the section on painting. It is helpful to bring a sample of proposed siding (either actual sample or company catalog illustrating the proposed siding) to the HPC meeting.

Vinyl materials are generally discouraged on historically significant properties and it is preferred that property owners repair or replace siding using the original materials of the structure. There are many modern materials available for historic buildings that mimic the authentic details and give a property character in our Historic District. The HPC recommends property owners consider these types of materials over vinyl siding or replacement siding.

**Signs**

Signage requirements are subject to **zoning regulations & municipal ordinances** as set forth in the Woodbury Municipal Code. As part of the sign application, please provide a detailed rendering of the proposed sign and include all dimensions and materials to be used along with lettering and colors. Additionally, identify where the proposed sign will be located on the premises and proposed lighting, if any. Photos of the building and proposed locations should be submitted with the application.

**All sign applications must include a signed and sealed copy of the sign design rendered by a NJ Licensed design professional.**

**Windows**

All window replacement applications must provide information detailing the existing condition of the windows, including photos. The application must include the replacement window manufacturer and a sample window brochure. Repairs to existing windows do not require a Co/A as long as there are no changes to the window size, color, or materials used. The HPC recommends applicants of historical properties restore and repair windows rather than replace them and can provide the property owner with alternative solutions to replacements.

# CHECKLIST

## BEFORE YOU SUBMIT YOUR APPLICATION

This checklist is provided to assist you in assembling the right information for your application. **This is a guide and is not considered a comprehensive list.** It is recommended that the applicant supply as much information as possible with the submission of the application. If you have any questions about what to include, please contact the construction office. Incomplete application packages may result in delays in the application process or denial of the application.

### Additions/New Construction/Decks

- Completed application form.
- General photograph showing structure site and surrounding properties.
- Site plan/survey showing proposed structure location, walkways, landscaping.
- Drawings of all elevations visible from the street
- Samples of exterior materials (company catalog illustrating siding, roofing, windows, doors, paint colors, etc.).

### Fencing

- Completed application form including brand/make, color, material and proposed heights.
- Photograph(s) of the property and photo from street showing structure.
- Site plan/survey showing location of the proposed fence.
- Sample of proposed fence (company catalog, brochure illustrating the proposed fence).

### Landscaping/Hardscaping

- Completed application form.
- General photograph(s) of the property.
- Site plan/survey showing proposed landscaping elements and placement.
- Samples of all improved/added elements including paving bricks/pavers, wall material, lighting, bushes, trees, etc. This can be in the form of a company catalog illustrating proposed elements and include manufacturer, color, and materials.

### Painting

- Completed application form.
- Photograph of structure to be painted.
- Samples of paint colors (paint chips, paint company brochure of colors, or similar samples).
- Sketch and/or marked photograph(s) showing location of where proposed colors are to be placed.

### Roofing

- Completed application form including brand/make and color selection.
- General photograph from the street of structure to be roofed.
- Photographs showing existing roof and areas that will be replaced.
- Sample of proposed roofing material (either actual sample or company catalog illustrating the proposed roofing material).

### Siding

- Completed application form including brand and color selection(s)
- Photograph of structure to be sided taken from the street
- Photograph that illustrate location of proposed siding placement.
- Sample of proposed siding (either actual sample or company catalog illustrating the proposed siding).

### Signage

- Completed application form including proposed wording, dimensions, material and colors, include lighting details
- Photograph of structure showing proposed location of sign
- Drawing/rendering of proposed sign detailing size, type of lettering, colors and any logo/illustrations/graphics
- The size (proposed dimensions), type of sign material(s), including samples, color(s) including samples, and location of any proposed lighting.

### Windows/Doors/Storm Windows

- Completed application form that includes number of windows/doors to be replaced, size, materials, colors
- General photograph of the structure taken from street
- Photograph of existing window(s)/door(s)
- Sample of proposed window/door (company catalog illustrating the proposed window/door)

<b>This Area for Code Enforcement Office Use ONLY:</b>	Application Received: _____, 20__
HPC Meeting Date _____, 20__	P/Z Board Meeting: _____, 20__

City of Woodbury

**HISTORIC PRESERVATION COMMISSION**

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Applications must be submitted to the Woodbury Code Enforcement Office no later than **THE FIRST DAY OF THE MONTH** by **3:00 p.m.** to be heard at that month's regular meeting. Submit original application. Attach any exhibits, pictures, drawings, and/or brochures to original application. Applicants are asked to bring any large or oversized samples with them to the HPC meeting. Please **print** all information clearly.

**Address of Property** \_\_\_\_\_

Block \_\_\_\_\_ Zoning Classification: Residential Commercial Other \_\_\_\_\_  
 Lot \_\_\_\_\_

**Applicant Name** \_\_\_\_\_  
 (owner or authorized representative)

Address \_\_\_\_\_  
No. Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

**Property Owner** (if different from applicant) \_\_\_\_\_

Address \_\_\_\_\_  
No. Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

**Commercial Building – Business Name** \_\_\_\_\_

Business Owner's Name \_\_\_\_\_

Business # \_\_\_\_\_

Cell # \_\_\_\_\_

Fax # \_\_\_\_\_

**Detailed description of proposed changes**

Check if application includes attached document(s) with further description.

\_\_\_\_\_

\_\_\_\_\_

Check if application includes attached document(s) with further reasons for change.

\_\_\_\_\_

\_\_\_\_\_

Check if application includes attached document(s) with further materials.

\_\_\_\_\_

I hereby certify that I am the  owner or  agent/representative for owner of record, and that I am authorized to make this application.

\_\_\_\_\_  
*Name (Please Print Clearly)* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Applicant*

**PLEASE SUBMIT PAGE 5 SECTION A WITH APPLICATION**

# PHOTOGRAGHS

## ADDITIONAL PHOTOGRAPHS

**MATERIALS – MANUFACTURER’S SPECIFICATIONS**