



**TOWNSHIP OF HARDING
HISTORIC PRESERVATION COMMISSION
INFORMATION, INSTRUCTIONS AND
FORM PACKET**

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(973) 267-8000 Ext. 723

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Dear Applicant:

The following forms will help us process your request when your application to construction and zoning officials involves a historic structure or if your property is located in a Historic District. The Administrative Assistant to the Historic Preservation Commission (HPC) can help you to determine if your property meets the applicable criteria and make available the information necessary to complete the form in the application package.

Your property is located in one of Harding's historic districts or was built before 1915. Therefore consideration of your application includes referral to the Historic Preservation Commission. The Historic Preservation Commission is asked to assist and advise applicants on ways of conserving, protecting, enhancing, and perpetuating the historic character of your property. Specifically, the Commission is charged with promoting historic preservation within the township. The Commission also seeks to preserve the township's rural streetscape.

In the case of demolition requests for any building built before 1945 and located within a Historic District recognized in the Harding Township Master Plan, a demolition hearing is required. The Historic Preservation Commission will review and comment on this application within 45 days. They will issue a Certificate of Appropriateness if demolition is approved. Without a Certificate of Appropriateness, demolition will be delayed up to nine months as described in the township ordinance.

In the case of other applications for building permits, the Historic Preservation Commission is given the opportunity to and comment on your application. Upon receipt of these comments or after 20 business days, whichever comes first, the building officials can issue the requested permit (assuming the rest of the application is complete).

The Commission welcomes an early review before a formal application is made. In addition, once you have made a formal application to the building department, the Commission will review your application at its next monthly meeting. You are encouraged to complete the attached HPC application package one week prior to the meeting and attend this meeting. Commission meetings are generally held in the Municipal Building at 7:30pm on the first Thursday of each month. Instructions to help you complete the package and prepare for this meeting are also attached.

Please contact the Historic Preservation Commission Secretary, at 973-267-8000 Ext. 723 or email: landuse@hardingnj.org concerning your availability to attend this meeting and discuss your plans for your historic property.

Sincerely,

Historic Preservation Commission

INSTRUCTIONS AND ORDINANCE COMPLIANCE

APPEARING FOR (CHECK ONE): ADVISORY HEARING DEMOLITION HEARING

When appearing for a hearing before the HPC, it is your responsibility to present full and complete information to the Commission. A summary of possible discussion items is included in this package. The following information will assist you in your appearance.

PREPARING FOR THE HEARING:

At least seven (7) days prior to the scheduled meeting date complete and file 10 copies of the application package to the HPC Secretary.

AT THE MEETING:

1. Provide two sets of pictures/photos to be reviewed with commission.
2. In specific instances, the Commission may require additional information from the applicant, such as engineering reports or results of perc tests, before rendering a decision. Following this set of instructions will speed your hearing and eliminate the need to return because of an inaccurate filing.

ADDITIONAL PROCEDURES RELATED TO DEMOLITION PERMISSION APPLICATIONS ONLY:

Prior to submitting a formal application for a demolition permit, requests for informational meetings can be made to the Construction Code official who will contact the chairman of the HPC. The Commission will hold informational meetings within 30 days of such the request. The purpose of these meetings is to review the standards of appropriateness and the procedures for obtaining a certificate of appropriateness.

UPON APPLICATION FOR A DEMOLITION PERMIT:

1. Notice of proposed demolition shall be posted on the premises of the building in a location that is clearly readable from the street. Notices shall be posted for the duration of the demolition process (until the building is demolished). All signs must be in compliance with Municipal Land Use ordinances.
2. Within 10 days after filing an application for a demolition permit, the applicant shall publish a notice of the proposed demolition in the official newspaper of the Township.
3. No later than 3:00 pm on the date of the scheduled meeting, deliver to the Secretary of the HPC, certification from the newspaper that the advertisement appeared in the Observer Tribune.

DECISIONS BY HISTORIC PRESERVATION COMMISSION:

FOR ADVISORY REVIEW:

Within 20 business days of referral of the application to the HPC or 1 week following the meeting at which your application is reviewed, whichever is sooner, the HPC will document comments and recommendations and forward these, as, appropriate, to the applicant, construction officials, Planning Board, or Board of Adjustment. Failure to respond with 20 days shall constitute a report in favor of the applicant.

FOR DEMOLITION REVIEW:

Within 45 days of referral of the application for a demolition permit to the HPC, the Commission shall reach a decision on an application and submit its report to the Construction Code Official. This timeframe can be extended by mutual agreement of the applicant and the Commission. Failure to respond with 45 days shall constitute a report in favor of the applicant, without conditions.

After receiving a Certificate of Appropriateness or end of demolition delay, the owner shall post a sign indicating the end of the demolition delay a conspicuous spot on the site that is visible to the public during the entire demolition process. Signs must be in compliance with Municipal Land Use Ordinances.

**HARDING TOWNSHIP
HISTORIC PRESERVATION COMMISSION CHECKLIST
(REQUIRED)**

ADDRESS: _____ **BLOCK:** _____ **LOT:** _____

This checklist is required for all applications to the Historic Preservation Commission review.

SUBMISSION REQUIREMENTS	INCLUDED	N/A
Application Forms: 10 copies of the completed checklist and consent form.		
Drawings: 10 copies of available architectural drawings, sketches of the proposed building or structure and/or improvements, including all footprint dimensions, building height, and scale of the map. Include front/side elevations. (Preferred size: 11x17 or smaller)		
Survey: (Preferred size 11x17 or smaller) 10 copies of an engineering site survey or plan based on a survey identifying the proposed project and containing the following items: a. Location of all existing and proposed buildings and structures. b. Location of the tree conservation area along the perimeter lot lines		
OTHER DOCUMENTATION FROM THE APPLICANT		
Description of other existing structures on property (height, architectural style roof style, chimney placement, exterior sheathing, trim, kinds of windows, use of accessory structures, etc.).		
Descriptions of building materials to be used in construction (samples/brochures demonstrating type and/or color).		
Photos (current copies and archival) of the following: streetscape, adjacent properties' streetscape front façade of building, other elevations showing portions of exterior that will be affected by application, (doors, windows, porches, etc.).		
Landscaping plans		
ADDITIONAL DOCUMENTATION-DEMOLITION ONLY		
Proof of noticing for demolition.		
Photograph of sign placement on premises.		
TO BE PROVIDED BY HPC ADMINISTRATOR		
Historic property and historic structure documentation from Historic Properties survey and archives		
Tax Map (highlighting zone district and zone boundaries of the subject property and adjoining property).		
Referral form from HPC/BOA/PB administrator or Construction officials.		
Aerial map of property/photographs.		

ADVISORY REVIEW GUIDELINES

The following items may be discussed with the HPC during the advisory review process:

DISCUSSION POINTS	THINGS THAT MAY HELP WITH DISCUSSION OF THIS POINT
Architectural style(s) of current structure(s) on property and proposed additions or changes	Photos. Plans.
Ornamental style (roof, windows, doors, trim) of current structure and proposed additions/changes.	Photos. Plans.
How the proposed change will encourage further and future preservation of the historic structure.	Future plans for property.
History of site and historic structures (historic or architectural significance)	Photos. Historic survey.
The extent to which the current structure(s) are so old or unusual or uncommon in design, craftsmanship, or materials that it could not be reproduced or could be reproduced only with great difficulty.	Historic Survey. Information from builders and architects.
How the proposed change will affect the streetscape. Things that may impact streetscape include building height, roof pitch, building mass/lot coverage, and landscape (including fencing).	Photos. Site plans (including elevations) Building plans. Landscape plans.
The current compatibility, nature and character of the surrounding properties.	Master Plan. Photos of surrounding properties.
How the proposed change will affect the integrity of the historic property or historic District (The integrity of historic districts is dependent in part on the existence of both critical mass and contiguity of contributing historic structures).	Historic property survey. Photos Pictures
Proposed building materials.	Pictures or samples of materials (exterior sheathing, roof, doors, windows, trim, porches, decks, fences).
Why the proposed design works best for you	Interior plans. Intended use. Alternatives considered and discarded.
Environmental impact of proposed changes.	Environmental studies. DEP approvals. Environmental Commission recommendations.
Impact on proposed changes on “Shade tree corridors” and other mature landscape.	Shade Tree Committee recommendations.

DEMOLITION HEARING GUIDELINES

Criteria for review in regard to an application to demolish or move a historic building, the following shall be considered:

CONSIDERATION	PROOFS/RESOURCES
Its historic, architectural, cultural and aesthetic significance.	Historic Survey.
Its current and potential use for those purposes currently permitted by the Township's Zoning Ordinance or for the use proposed.	Master Plan. Township Ordinances.
Its importance to the Township and the extent to which its historical or architectural value is such that its removal would be detrimental to the integrity of the historic property or district and the public interest.	Master Plan. Historic Survey.
The extent to which it is of such old, unusual or uncommon design, craftsmanship, texture or material that it could not be reproduced or could be reproduced only with great difficulty.	Historic Survey. Secretary of the Interior Standards for Preservation and rehabilitation.
The extent to which its retention would increase property values, attract students, writers, historians, artists and artisans, encourage study and interest in American history, stimulate interest and study in architecture and design, educate citizens in American culture and heritage, or make the Township a more attractive and desirable place in which to live.	Information presented by experts (realtors, architects, historians, preservationists) at hearing. Historic. Survey. Master Plan
The impact of its removal upon a Historic District.	Historic Survey. State/National Historic Objectives.
The structural soundness and integrity of the building and the economic feasibility of restoring or rehabilitating the building so as to comply with the requirements of the applicable building codes.	Engineering report. Information presented by experts at hearing (builders, architects).
If there are any compelling reasons for not retaining the building at its present site, the proximity of the proposed new location and its accessibility to residents of the Township, and the probability of significant damage to the building as a result of the relocation.	Engineering Report. Information presented by experts at hearing (builders, engineers).
The compatibility, nature and character of the current and the proposed surrounding areas as they relate to the intent and purposes of this ordinance and whether the proposed new location is visually compatible in accordance with the standards set forth herein.	Master Plan. Photos.

NEW CONSTRUCTION DESIGN GUIDELINES

Our Historic Districts are just that in part because of the number and contiguity of contributing structures. In this context, a new structure can easily result in a loss of visual continuity and cohesiveness. New Buildings must be designed to fit into the streetscape that frames their site. It is not suggested that all homes within a historic district have the same or similar design. By responding to the design characteristics of the existing environment, new construction can further enhance the architectural integrity and diversity of our historic districts. The following design factors should be considered:

MASSING: The three-dimensional form of a building and its roof shapes should be similar to those of other buildings in the area.

SITING: The new building should have the same relative placement on the lot as the older structures and the setback distance from the street should be equal.

HEIGHT: The building should be within a few feet in height of the neighboring structures. The height of the neighboring cornice lines, window heads and sills, and the first floor elevation above the ground should all be carried through.

PROPORTION: The building's proportions of height to width of the façade and its components should be consistent with adjacent buildings. Furthermore, the overall proportion of the building's mass must be appropriately scaled for the district. Maximizing square footage and building size within a historic context is not appropriate.

RHYTHM: Buildings along a streetscape create a rhythm in their placement and the location of their entries. Furthermore, each façade has a rhythm created by solid walls punctuated with windows and doors. New construction should respect the established rhythms.

MATERIALS: The appeal of older building is often in their use of quality materials and detailing. New construction should continue the use of established neighborhood materials, such as painted wood siding.

SCALE: The standard size and shape of most building elements is generally known; an existing doorway is known to be about 3 feet wide by about 7 feet tall; a typical brick is about 2½" tall by 8" long. A new building with 10-foot tall door or 8" by 16" bricks would be out of scale with other buildings. It is also important to maintain other comparable elements such as floor-to-floor heights and cornice lines.

The following also should be considered:

PLACEMENT OF GARAGE: Typically, the garages on our historic properties do not have garage entrances towards the front on the house and facing the street.

USE OF ACCESSORY STRUCTURES: Typically, our historic properties have accessory structures, such as barn, sheds, and detached garages.

ROOF PITCH: Typically, roof pitch is consistent with the style of the home (i.e. early colonial or colonial revival, cape, East Jersey cottage, bungalow, American foursquare, etc.) as well as compatible with the architectural context in each respective district.

GRADING: Typically, our historic structures were built at existing grade without "in fill".

DEPARTMENT OF INTERIOR STANDARDS FOR REHABILITATION OF HISTORIC STRUCTURES

(US Dept. of Interior Regulations, 36 CFR 67)

A structure should be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

The historic character of the structure should be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property should be avoided.

Each structure should be recognizable as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties should be avoided.

Changes to a structure that has acquired historic significance in its own right should be retained and preserved.

Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a structure should be preserved.

Deteriorated historic features should be repaired rather than replaced. Where the severity of deterioration requires replacement of distinctive features, the new feature should match the old in design, color, texture, and where possible, materials. Replacement of missing features should be substantiated by documentary and physical evidence.

Chemical or physical treatments, if appropriate, should be undertaken using the gentlest means possible. Treatments that cause damage to historic materials should not be used.

Archeological resources should be protected and preserved in place. If such resources must be disturbed, mitigation measures should be undertaken.

New additions, exterior alterations, or related new construction should not destroy historic materials, features, and spatial relationships that characterize the property. The new work should be differentiated from the old and be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.

New additions and adjacent or related new construction should be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic structure and its environment would be unimpaired.

CONSENT FORMS

(THIS SECTION TO BE COMPLETED FOR ALL APPLICATIONS)

I/We as owners of Block _____, Lot _____ at the address of _____

Hereby grant permission of the Harding Township Historic Preservation Commission to walk upon and to inspect the property and exterior of the buildings on the property.

HOMEOWNER’S NAME (print): _____

SIGNATURE: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

DATE: _____

STATEMENT OF OWNER IF APPLICANT IS NOT THE OWNER

(THIS SECTION TO BE COMPLETED ONLY IF APPLICANT IS NOT THE OWNER)

I, _____, being the owner in fee of certain lot, piece or parcel of land situate, lying and being in the Township of Harding, Morris County, State of New Jersey and designated as Block _____, Lot _____, hereby acknowledge that the application of

APPLICANT NAME: _____

ADDRESS: _____ PHONE: _____

for a meeting to review the architectural and site plans with the Historic Preservation Commission regarding said property is made with my complete understanding and permission in accordance with and agreement of purchase, lease or option between the application and me. If owned by a corporation, attach a copy of a resolution authorizing application and officer signatures.

NAME OF OWNER (please print): _____ DATE: _____

SIGNATURE OF OWNER: _____

DEMOLITION NOTICING REQUIREMENTS AND INSTRUCTIONS

When an application for demolition of a building determined to be historic by Township ordinance has been filed, notice of proposed demolition (“DEMOLITION PERMIT PENDING”) must be immediately posted on the premises of the building in a location that is clearly readable from the street. The size and placement of the sign must consistent with Township Ordinances.

Applicants shall publish a notice (see below) in the official newspaper of the Township (Observer Tribune) within 10 days of an application for a demolition permit and deliver certification from the newspaper that the ad was placed, or a copy of the page on which the ad appears, to the secretary of the Historic Preservation Commission not later than 3:00 pm on or before the date of the scheduled meeting. Noticed can be faxed to the Observer Tribune at 908.766.6365 or electronically mailed to legals@newjerseyhills.com

After the demolition delay is complete or when a Certificate of Appropriateness is approved, whichever comes first, a sign indicating that the demo delay is complete (DEMOLITION DELAY COMPLETE) must be posted in a location that is clearly visible and readable from the street. The sign must remain posted on the site until the demolition is complete. The size and placement of the sign must be in a location consistent with the Municipal Land Use Ordinances.

DATE: _____

TO: Observer Tribune (Harding Township Edition)

Please publish the following notice in the Observer Tribune issued dated: _____:

PUBLIC NOTICE

“**Please take notice** that the applicant, _____ has/have applied for a demolition permit from the Construction Official of the Township of Harding for property located at the address of _____ appearing on the official maps as Block _____, Lot _____, Harding Township, with hearing scheduled at a meeting of the Harding Township Historic Preservation Commission on the date of _____ slated to begin at 7:30 p.m. in the Kirby Municipal Building at 21 Blue Mill Road, New Vernon, New Jersey. The requested review is for exterior demolition and: (Briefly describe the new construction work to be done) _____.

Documents relating to this application are on file in the office of the Construction Official in Town Hall and may be inspected between the hours of 9:00 a.m. and 3:00 p.m. Monday through Friday”

APPLICANT NAME _____

SIGNATURE: _____

Kindly send affidavit of printing and your invoice to:

APPLICANT NAME: _____

APPLICANT MAILING ADDRESS: _____

CITY: _____

ZIP CODE: _____

