

Mayor Neal P. Rochford

Director of Public Affairs & Public Safety

Commissioner Jeffrey Stephen Kasko

Director of Revenue & Finance

Commissioner John Moscatelli

Director of Public Works, Parks & Property



Borough of Haddonfield

Camden County, New Jersey

June 29, 2016

Dear Historic District Property Owner,

The purpose of this letter is to inform you that your property is located in the Historic District of Haddonfield. If you are planning a project, please review the following information:

In 1971, our town became the second in New Jersey to pass a Historic District Ordinance, leading to the creation of the Historic District. Properties in the Historic District are required to obtain a certificate of Appropriateness (COA) for Exterior Home Projects. Many Thanks to all the property owners in the Historic District who have preserved the unique historic character that makes Haddonfield one of the best places to live and work in New Jersey. The preservation goals of Haddonfield are essential to the continued success of our beautiful community.

PLANNING EXTERIOR CHANGES? Please contact the Community Development Office (Construction Office, 856-429-4700, ext. 210) at Borough Hall to initiate the process prior to the commencement of your project. Exterior projects in the historic district require review and approval.

EXAMPLES OF EXTERIOR PROJECTS REQUIRING APPLICATIONS: The following list provides a small sample of the most common types of exterior projects property owners undertake that require a Certificate of Appropriateness (COA). This is accomplished by submitting an application to the Historical Preservation Committee (HPC) for a recommendation, and gaining final approval by the Borough's Planning Board. The items listed below are not an all inclusive list of exterior projects requiring a COA, home owners should review the Historic District Ordinance for guidance on their respective project:

- * **Window & door replacement**
- * **Siding removal & replacement**
- * **Roofing & gutter removal or replacement**
- * **Porch & railing replacement**
- * **Additions to existing buildings**
- * **Demolition of any structures**
- * **Fencing, lighting, walkways & driveways**
- * **Installation of solar panels**

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TECHNICAL CONSULTANT: Ms. Lisa Soderberg, the Borough's Historic Preservation Consultant and Historical Architect, is on staff to aid home owners in the historic district through the application process. Ms. Soderberg can aid with:

- Answering questions about the requirements of the Historic District Ordinance
- Providing technical advice and general preservation information
- Arranging informal advisory meetings with the Historic Preservation Commission to help with your project and application.

Ms. Soderberg is available for appointments Tuesdays 4:00 to 5:30 p.m. in the Construction Office. We are also fortunate to have a wealth of resources serving on the HPC (Architects, Preservationists, Engineers, and Art Historians) available to answer questions and aid in your project.

For Additional Information: Please review the HPC Design Guidelines, the supplemental resource document that provides information on options for exterior work on projects in the Historic District. To download the COA application, the Design Guidelines, or for more detailed information, please refer to the HPC webpage on Borough's website: http://www.haddonfieldnj.org/boards_and_committees/historic_preservation_commission/index.php. The Haddonfield Historic District Ordinance is also available on the website or through the Borough's offices.

The HPC is very grateful for your participation in your shared dedication to preserving our heritage.

Sincerely,

Mark Rusc
Chairperson, Historic Preservation Commission

Members: Toni Bonnette (V. Chair), Cynthia Byers, Paul Schmeck, David Appleby, and Mark Barone