



**OUTLINE NATURE OF PROPOSED WORK**

(please use additional paper to continue if necessary)

<b>ARCHITECTURAL FEATURE</b>	<b>Repair</b>	<b>Replace-In Kind</b>	<b>New</b>
Foundation			
Exterior Walls			
Masonry or Brickwork			
Siding			
Roof System			
Roof			
Dormers			
Cupola			
Gutters			
Downspouts			
Chimney			
Eave			
Cornice			
Soffit			
Fascia			
Windows			
Sash			
Frames			
Louvers			
Screen or Storm			
Shutters			
Doors and Doorways			
Door Surrounds			
Door Frames			
Doors			
Screen or Storm			
Porch			
Columns			
Railings/Balusters			
Floor/Ceiling			
Foundation			
Stairs/Steps			
Paving			
Sidewalk			
Driveway			
Fences			
Other			

**SUBMIT TWENTY-FIVE (25) COPIES OF THIS FORM  
INCLUDE TWENTY-FIVE (25) COPIES OF ALL ENCLOSURES**

**“COMPLETE” Certificate of Appropriateness Application requires the following:**

1. Photographs of the building in question depicting the subject-matter of the application;
  2. A written description of the proposed work;
  3. Proposed architectural drawings (including elevation, drawings, floor plans, site layout, etc.);
  4. Material specifications (e.g., architect’s technical specifications or manufacturer’s literature describing or depicting the proposed materials);
  5. Historical documentation (e.g., historical photographs) supporting the proposed architectural decisions;
  6. Such other photographs, diagrams, architectural drawings, specifications, or other materials, sufficient to adequately inform the Historic Preservation Commission and the Planning Board of the nature of the proposed work.
- **Attach all supporting documentation to the application form.**
  - **Submit twenty - five (25) copies of entire application package.**
  - **Submission Deadline: 24 days prior to Historic Preservation Commission meeting or 28 days prior to Planning Board meeting, whichever date is earlier.**

**7. Development Application Fees**

**Type of Application & Definitions**

**Fee**

- ✓ **Administrative Review & Approval** **\$50**
- ✓ **Tier I Application** **\$75**
  - Shall be defined as minor repairs, alterations to a structure including residential or commercial.
- ✓ **Tier II Application** **\$125**
  - Shall be defined as major repairs, alterations or additions to one structure be it residential or commercial.
- ✓ **Tier III Application** **\$250**
  - Shall be defined as major repairs, alterations or additions to a structure with two(2) to five (5) units be it residential, commercial or mixed use.
- ✓ **Tier IV Application** **\$500**
  - Shall be defined as major repairs, alterations or additions to a structure with six (6) or more units be it residential, commercial or mixed use

**Minor Repairs** – Renovations to the exterior of a building or structure that do not alter the exterior elements of the structure. ( Example : Change of color or style of roof covering with the same material. )

**Major Repairs** – Any Addition to a structure, or any renovations or alterations to the exterior of a building or structure that change the exterior elements of a structure.

**If you have questions, please call the Zoning Office at (856) 429-4700, Ext. 209**