

VILLAGE OF LOCH ARBOUR
HISTORIC PRESERVATION APPLICATION

The Village of Loch Arbour Planning Board regularly meets on the third Wednesday of each month. Applications must be filed at least 10 days prior to the meeting date.

An Application must be filed for both minor and major alteration of the exterior of any building. Please refer to Village Ordinance #2018-450 for the exact criteria to comply with the Historic Preservation Application.

If it is determined to be a Major Alteration, all property owners within 200 feet of your property must be notified by certified mail, return receipt requested at least 10 days before the hearing. A list may be obtained through the Clerk's office for a \$10.00 fee.

Notice of hearing must be published in the Village's official newspaper at least 10 days prior to the date of the hearing. Applicant must submit a copy of the Affidavit of Publication and Affidavit of mailing to the Board Secretary prior to the hearing date.

FEES: \$50.00
INITIAL ESCROW: \$300.00

Village of Loch Arbour
Application for Certificate of Appropriateness

Name of Applicant: _____

Address of Applicant: _____

Mailing Address, if different from above, _____

Telephone Number: _____

Attorney representing Applicant _____ Phone# _____

APPLICATION FOR:

Property address: _____

Block _____ Lot: _____

_____ Minor Alteration, as distinct from alteration, major, shall mean the replacement or renewal of existing work, requiring a building permit, of a building, with the same or architecturally equivalent materials, equipment or parts, that are made in the ordinary course of maintenance and that do not cause a major alteration of the building, nor result in a request for any other relief from the Planning Board. NOTICE IS NOT REQUIRED.

_____ Major Alteration, shall mean the addition, change or modification of major architectural elements to a building, which effects the design, shape, pitch, or existence of roof including, but not limited to, main roofs, dormers, roofs of bay or cantilevered windows, pediments, parapets, towers, porches, cupolas, Porte Cochere and balconies, as well as alterations, including demolition of non-linear (e.g. oval, Palladian, etc.) window frame outlines. Major alterations would additionally include changes by additions or complete conversion or alteration of the traditional predominant substance, texture or finish of a building (e.g. changing from wood to stucco, stucco to brick), and changes by additions or complete conversion or alteration of columns and railings on any exterior elevation. NOTICE IS REQUIRED.

DESCRIPTION OF PROJECT:

_____ for official use only _____

APPROVED _____ DENIED _____

Comments: _____

Date Issued: _____

MINOR ALTERATION:

- _____ 3 copies of this application and supporting documents:
- _____ Color photographs of the property as it now exists and adjacent properties.
- _____ Documentation of how the property will be changed in the form of a detailed description of the existing elements to be changed, including dimensions, and the visually in-kind materials to be used as replacements as well as a sketch and/or illustration of the proposed changes.
- _____ A sample of materials to be used and/or a cut from the manufacturer's Catalog with product specifications to be used.
- _____ Payment of Fees _____

Payment of fees (\$50.00)

MAJOR ALTERATION

- _____ 15 copies of this application and supporting documents.
- _____ A description the existing structure and the proposed changes that addresses the design standards set forth in Village of Loch Arbour Development Ordinances and Historic Preservation Ordinance.
- _____ A site survey showing the existing structure and proposed changes, property lines and lot dimensions, setbacks, driveways, adjoining public and private roads.
- _____ Color photographs of the property as it now exists and adjacent properties.
- _____ Documentation of the project in the form of well-developed drawings showing all elevations and dimensions at scale.
- _____ A sample of materials to be used and/or cut from the manufacturer's catalog With product specifications.
- _____ A copy property owners' and newspaper notice including Affidavit of Publication.
- _____ Payment of Fees _____

Payment of fees (\$50.00) and minimum escrow deposit (\$300.00); additional escrow deposit may be required depending upon the scope of the proposed project

SECTION 7. NOTICE.

Applicant is responsible to publish a notice of the public hearing in The Asbury Park Press or The Coaster and serve notice personally or by registered mail or by certified mail, return receipt requested, at least ten (10) days prior to the date set for the hearing.

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SECTION 8. VERIFICATION AND AUTHORIZATION.

APPLICANT'S VERIFICATION.

I hereby certify that the above statements made by me and the statements and information contained in the papers submitted in connection with this application are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Applicant's Signature

Date

OWNER'S AUTHORIZATION.

I hereby certify that I reside at _____

_____ in the County of _____
and that I am the owner of all that certain lot, piece or parcel of land known as Block ____, Lot(s) ____ on the Tax Map of the Village of Loch Arbour, which property is the subject of the above application, and that said application is hereby authorized by me.

Owner's Signature

Date

APPLICATION FEES AND ESCROWS

The Applicant is responsible for all costs related to the Planning Board's review and administration of the application. These costs included review of the Board's professionals, including the Board's Planner, Attorney and Engineer. The Initial escrow deposit may not be sufficient to cover these costs.

All required fees and the initial escrow deposit must be submitted with the application in accordance with Village Development Regulation Ordinances. If the initial escrow deposit is insufficient to cover any voucher or invoice submitted by the Board's professionals related to review this application, the applicant shall within 10 calendar days of a notice of deficiency from the Board, deposit with the Board such additional sums as are required to cover any deficit in the escrow payments, fees or property taxes on the subject property, the Planning Board shall deny the application.

Applicant's Signature

Date