



## THE TOWNSHIP OF MILLBURN

375 MILLBURN AVENUE  
MILLBURN, NEW JERSEY 07041

# HISTORIC PRESERVATION COMMISSION QUESTIONS & INSTRUCTIONS

### *What is the Historic Preservation Commission (HPC)?*

The Historic Preservation Commission is part of the town government and consists of 9 members who are appointed by the Mayor and confirmed by Township Committee. The HPC generally meets the first Thursday of every month at 7:30 P.M. at Town Hall. Commission members are volunteers who are knowledgeable in local history and building design. There are two historic districts in town the Short Hills Park and the Wyoming districts - that are described in the ordinance that established the historic districts. The HPC reviews work that will change the exterior appearance of these properties, including buildings, garages, carriage houses, gazebos, fences, walls, driveways, sidewalks, signs and parking lots. The review process ensures that the distinctive character of historic sites is preserved.

### *When Does a Project Need HPC Approval?*

A Certificate of Appropriateness issued by the HPC is required before any of the following work on historic properties can commence:

- Any exterior work that requires a building permit. Examples include roof repairs or replacement, porch repair or replacement, new siding, decks, additions and demolitions;
- Any exterior repairs or replacements such as windows, doors, stairs, and railings; or
- Any addition or replacement of fences, walls, signs, solar panels, sidewalks, driveways and parking lots.

### *When Does a Project NOT Require HPC Approval?*

- Any work on the interior of your building;
- Any work that is not visible from a public right-of-way;
- Ordinary maintenance that does not require the replacement of existing materials; or
- Any painting of your building.

### *How do I apply to the HPC?*

Where an applicant seeks a determination that work proposed to be done does not require a Certificate of Appropriateness (See Section 805.2), applicant shall submit a full description of the same to the Construction Office. The Commission and/or the HPC Consultant shall respond within two weeks of the date of submittal to advise as to whether a Certificate of Appropriateness would be required in order to perform the described work. No fee nor escrow fee deposit shall be charged for this service.

### *What are the Fees?*

There is no fee for a Concept Review by the Commission. The fee for a Certificate of Appropriateness Application is \$200.00. The fee for a Minor Application is \$100.00. Upon the filing of an application and the applicable fee, there shall also be filed an Escrow Fee in the amount of \$750.00.

### *What are the Requirements for my HPC Application?*

1. Submit your entire application packet to the Construction Official, or designee, with a copy to the Historic Preservation Consultant in electronic form (scanned PDFs) at least 3 weeks before the meeting date you seek

to be on the agenda. The HPC Consultant will review the application documents for completeness and notify the applicant that the application is complete and can proceed, or is incomplete and requires additional information. A Meeting Date will only be scheduled after the Application has been deemed Complete and all materials are submitted to the Construction Department

2. After notice of completeness, complete and file fifteen (15) hard copies of the application forms to the Construction Department at Town Hall, 375 Millburn Avenue, including electronic PDFs emailed to the HPC Consultant.
3. After notice of completeness, complete and file fifteen (15) hard copies of the 11x17 drawing submission, associated cut sheets, window specifications, renderings, etc. to the Construction Department at Town Hall, 375 Millburn Avenue including electronic PDFs of the package emailed to the HPC Consultant. Drawings must include:
  - A plot map or survey of the property, site and location of the main building, secondary buildings, driveway, pools and any other structures, including walls, fences and pathways.
  - Front façade or elevation of the building, clearly indicating how any new construction will alter or affect the current conditions, and all other facades or elevations affected by new construction, including the location of any new or relocated exterior architectural specifications, etc.
  - Floor plans for all floors of the building affected by any new construction, showing current layout and how it will be altered by the new construction, including all demolition (interior and exterior) and roof alterations.
  - All demolition work referenced to façade elevations, floor plans and/or renderings.
4. After receiving the notice of completeness from the HPC Consultant, the applicant shall publish notice of the hearing in an Official Newspaper of the Township (The *Item* or The *Star-Ledger*). The applicant shall also provide individual notice to all property owners within 200' of the subject property, as well as all others entitled to notice as set forth in a list certified by the Tax Assessor. Both the publication of newspaper notice and individual notice must occur at least 10 days prior to the hearing date.
5. One representative will need to appear at the hearing to explain the scope of work and to answer questions.
6. Deliver to the Construction Department no later than 3:00 P.M. two days before the date of the Scheduled Meeting:
  - Signed and Notarized Affidavit of Proof of Service with postmarked certified mail receipts attached.
  - Proof of Publication from the newspaper that the Notice appeared at least 10 days before the meeting in The *Item* or the *Star-Ledger*.

If proper notice is not given in accordance with the foregoing requirements, a hearing cannot be held and the applicant will have to re-notice for a hearing on a subsequent date.

#### *How does the HPC Review Proposed Work?*

The HPC follows the *Design Guidelines for Historic Districts and Sites* (available online). The Guidelines do not impose a particular design or architectural style; the intent is to encourage work that is compatible with the historic structure in scale, materials, and related features. Commission members have expertise in building projects and can offer practical and cost-effective advice on materials, product sources, and design components.

#### *What do I do at the HPC meeting?*

Applicants make a verbal presentation explaining in detail the planned addition or alterations. In some instances, the Commission may require additional information from the applicant (such as an engineer's report, product samples, cut sheets or other specifications) before rendering a decision. After granting an approval for a Certificate of Appropriateness, a Resolution is typically adopted at the following month's HPC meeting and subsequently mailed to the applicant.

#### *Further Questions?*

Contact the HPC Consultant, Barton Ross, AIA, AICP, LEED AP, at [BartonRoss@outlook.com](mailto:BartonRoss@outlook.com)

Compliance with the requirements of Section 8 of the Development Regulations and Zoning Ordinance pertaining to Historic Preservation and these Instructions shall ensure a prompt hearing and consideration of your application before the Historic Preservation Commission.

**FORM A:  
REQUEST LIST OF PROPERTY OWNERS**

**HISTORIC PRESERVATION**  
Office of the Construction Official  
Town Hall  
375 Millburn Avenue  
Millburn, NJ 07041

Gentlemen:

In accordance with N.J.S.A. 40-55D-12, written request is hereby made for a certified list of property owners from the current tax duplicates of names and addresses of owners of property within 200 feet of Block \_\_\_\_\_ Lot(s) \_\_\_\_\_, also known as address \_\_\_\_\_, whom I am required to give notice under C.40:55-12(b) and Township Ordinance.

Enclosed, please find a sum not to exceed \$.25 per name, or \$10.00, whichever is greater, to cover the cost of the certified list.

Sincerely,

By: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Interest: \_\_\_\_\_

---

Date Received: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_  
By: \_\_\_\_\_

# FORM B: NOTICE TO PROPERTY OWNERS

**PLEASE TAKE NOTICE:**

That an application has been made by \_\_\_\_\_ for a Certificate of Appropriateness from the Historic Preservation Commission of the Township of Millburn for property located at \_\_\_\_\_ also identified as Block \_\_\_\_\_, Lot(s) \_\_\_\_\_, Millburn Township, in order to (briefly describe new construction work):

---

---

---

---

This hearing is now on the calendar and a public hearing has been ordered for \_\_\_\_\_, 20\_\_\_\_ at 7:30 P.M. in Town Hall, 375 Millburn Avenue, Millburn, New Jersey. When the calendar is called, you may appear either in person or by agent or attorney and present any comments or objections which you may have to the granting of this application.

All documents relating to this application are on file and may be inspected by the public daily between the hours of 8:30 A.M. and 4:30 P.M., Monday through Friday in the Construction Department at the above address.

This notice is being sent or hand delivered by you by the applicant, by order of the Historic Preservation Commission of the Township of Millburn, New Jersey.

Respectfully,

\_\_\_\_\_ (Applicant)



# FORM D: PUBLIC NOTICE

DATE:

North Jersey Media Group  
The Item of Millburn and Short Hills  
343 Millburn Avenue  
Millburn, NJ 07041  
Phone: (973) 921-6451  
Fax: (973) 921-6458  
Email: \_\_\_\_\_

NJ Advance Media  
The Star-Ledger  
Woodbridge Corporate Plaza  
485 Route 1 South  
Building E, Suite 300  
Iselin, NJ 08830-3009  
Phone: (732) 902-4318  
[legalads@njadvancemedia.com](mailto:legalads@njadvancemedia.com)

Please place the following ad in the \_\_\_\_\_ issue of \_\_\_\_\_ (date).  
(Name of Newspaper)

Take notice that \_\_\_\_\_ has/have applied for a Certificate of  
(Name of Applicant)

Appropriateness from the Historic Preservation Commission of the Township of Millburn for property located at \_\_\_\_\_, appearing on the official maps as Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Millburn Township, with hearing scheduled at the meeting on \_\_\_\_\_ slated to begin at 7:30 pm in the Town Hall, 375 Millburn Avenue, New Jersey.

The requested approval is for: *(Briefly describe new construction work to be done.)*

---

---

---

The papers 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 8:30 am and 4:30 pm, Monday through Friday.

\_\_\_\_\_  
(Printed name of Applicant(s))

\_\_\_\_\_  
(Signature of Applicant(s))

Kindly send your invoice to: \_\_\_\_\_  
(Name and address of applicant or applicant's agency)

# INSTRUCTIONS FOR NOTIFYING AFFECTED PROPERTY OWNERS

When application is made to the Historic Preservation Commission for a Certificate of Appropriateness:

The applicant must comply with New Jersey State Law 40:55D-12, which requires:

1. Notice to each property owner within 200 feet of the property for which the regulatory actions are being requested; and
2. Placing an ad in a local official newspaper that appears at least 10 days before the scheduled hearing date.

The procedures for the applicant to follow are:

1. Secure a list of property owners from the Office of the Township Engineer
  - a) Use Form A (attached) to make the request
  - b) Enclose a check for \$10.00 or make payment by cash in person at the Office of Construction Official
  - c) Receive the list within seven days, in person
2. Place ad with the *Item of Millburn and Short Hills* or the *Star-Ledger* (Form D attached)
  - a) For Thursday meeting dates, the ad must be in the hands of *The Item* 17 days before the scheduled meeting date. An ad can be placed with the *Star-Ledger* with less lead time (13 days) in the general advertisement listing.
  - b) Deliver Proof of Publication from the newspaper in which the ad was placed, or a copy of the page in the newspaper on which the ad appears, to Town Hall no later than 3:00 pm two days before the date of the scheduled meeting, to the attention of the Secretary of the Historic Preservation Commission.
3. Mail or hand deliver notice to all property owners appearing on the property owners list.
  - a) Use a separate copy of Form B (attached) for each property owner on the list.
  - b) Letter must be mailed or hand delivered no later than 10 days before the meeting.
  - c) Mail by certified mail, return receipt requested.
  - d) Hand delivery requires preparation of a sheet for signing by the individual property owners, showing their names, addresses, block and lot. Each property owner must acknowledge receipt of the notice by signing the list.
4. Complete, sign and file the Proof of Service (Form C attached)
  - a) Attach a copy of certified list of affected property owners
  - b) For mail delivery, attach certified mail receipts.
  - c) For hand delivery, attach list with signatures of all property owners.
  - d) Deliver to Town Hall no later than 3:00 pm two days before the date of the scheduled meeting, to the attention of the Secretary of the Historic Preservation Commission.
  - e) Have the Proof of Service receipted, in the Building Department, as to date and time received.