

*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 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..*

## **HARDING TOWNSHIP HISTORIC PRESERVATION COMMISSION**

Dear Applicant:

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 either of the following concerning your availability to attend this meeting and discuss your plans for your historic property:

- I. Lori Taglairino, HPC Administrative Assistant: 973-267-8000 Ext. 1951  
(email: ltaglairino@hardingnj.org)
- II. Don Dinsmore, Chairman, Harding Preservation Commission:  
(dinsmored@hotmail.com)

HPC APPLICATION PACKAGE CONTENTS:

- Page 1 – Letter of Explanation and Introduction
- Page 2 – Table of Contents
- Page 3 – Instructions: Ordinance compliance
- Page 4 – Checklist (required)
- Page 5 – Consents (required)
- Page 6 – Notification (required for demolition only)
- Page 7 – Advisory Review: guidelines for discussion with HPC
- Page 8 – Demolition Hearing: guidelines for discussion with HPC
- Page 9 – Design Guidelines for new construction
- Page 10 – Department of Interior Guidelines for rehabilitation of historic properties
- Page 11 – Application for exemption from HPC hearing

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 Lori Taglairino, the HPC Administrator.

I. At the meeting:

- A. Provide two sets of pictures/photos to be reviewed with commission.
- B. 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 applications for Demolition Permission 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:

- I. 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.
- II. 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.

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 HPC:**

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.

**HPC CHECKLIST**

Application for review  
By  
Historic Preservation Commission  
Harding Township, NJ

FOR OFFICE USE ONLY
Block:
Lot:
Application #
Applicant
Received on:

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

<b><u>SUBMISSION REQUIREMENTS</u></b>	<b><u>Included</u></b>	<b><u>Not Available</u></b>
<b><i>A. Required documents and plans.</i></b>		
I. Application Forms: <b>10 copies of the completed checklist and consent form.</b>		
II. Drawings. 10 copies of <b>available architectural drawings</b> , sketches, of the proposed building or structure and/or improvements, including all <b>footprint dimensions</b> , building <b>height</b> , and scale of the map. Include <b>front/side elevations</b> . (Preferred size: 11x17 or smaller)		
III. Survey. 10 copies of <b>an engineering site survey</b> 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 all perimeter lot lines. (Preferred size: 11x17 or smaller)		
<b><i>B. Other Documentation from applicant.</i></b>		
I. <b>Description of other existing structures on property</b> (height, architectural style roof style, chimney placement, exterior sheathing, trim, kinds of windows, use of accessory structures, etc).		
II. <b>Descriptions of building materials</b> to be used in construction (samples/ brochures demonstrating type and/or color).		
III. <b>Photos</b> (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).		
IV. <b>Landscaping plans</b>		
<b><i>C. Additional documentation -Demolition only</i></b>		
I. <b>Proof of noticing</b> for demolition		
II. <b>Photograph of sign placement</b> on premises.		
<b><i>D. To be provided by HPC administrator</i></b>		
I. Historic property and historic structure <b>documentation from Historic Properties survey</b> and archives.		
II. <b>Tax Map.</b> ( highlighting zone district and zone boundaries of the subject property and adjoining property).		
III. <b>Referral form</b> from HPC/B of A administrator or Construction officials.		
IV. <b>Arial map</b> of property/photographs		

**CONSENTS**

**THIS SECTION TO BE COMPLETED FOR ALL APPLICATIONS**

I/We as owners of Block \_\_\_\_\_ Lot \_\_\_\_\_ on \_\_\_\_\_  
(Address of property)  
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.

Homeowners Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Date \_\_\_\_\_

**THIS SECTION TO BE COMPLETED ONLY IF APPLICANT IS NOT OWNER:**

**STATEMENT OF OWNER IF APPLICANT IS NOT OWNER**

I, \_\_\_\_\_, being the owner in fee of  
certain lot, piece or parcel of land situated, lying and being in the Township of Harding,  
County of Morris, state of New Jersey and designated as Block \_\_\_\_\_, Lot \_\_\_\_\_ hereby  
acknowledge that the application of (state applicant name, address, and phone number)

\_\_\_\_\_

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

\_\_\_\_\_

Name of Owner (please print)      Signature of owner      Date



**ADVISORY REVIEW GUIDELINES: The following items may be discussed with the HPC during the advisory review process.**

	<b>Discussion points.</b>	<b>Things that may help with discussion of this point.</b>
(1)	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.
(2)	How the proposed change will encourage further and future preservation of the historic structure.	Future plans for property.
(3)	History of site and historic structures (historic or architectural significance).	Photos. Historic survey.
(4)	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.
(5)	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.
(6)	The current compatibility, nature and character of the surrounding properties.	Master Plan. Photos of surrounding properties.
(7)	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
(8)	Proposed building materials.	Pictures or samples of materials (exterior sheathing, roof, doors, windows, trim, porches, decks, fences).
(9)	Why the proposed design works best for you	Interior plans. Intended use. Alternatives considered and discarded.
(10)	Environmental impact of proposed changes.	Environmental studies. DEP approvals. Environmental Commission recommendations.
(11)	Impact on proposed changes on "Shade tree corridors" and other mature landscape.	Shade Tree Committee recommendations.

**DEMOLITION HEARING. Criteria for review. In regard to an application to demolish or move an historic building, the following shall be considered:**

	Consideration	Proofs/Resources
(1)	Its historic, architectural, cultural and aesthetic significance.	Historic Survey.
(2)	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.
(3)	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.
(4)	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.
(5)	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.
(6)	The impact of its removal upon a Historic District.	Historic Survey. State/National Historic Objectives.
(7)	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).
(8)	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).
(9)	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.



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.

- I. **Massing.** The three-dimensional form of a building and its roof shapes should be similar to those of other buildings in the area.
- II. **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.
- III. **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.
- IV. **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.
- V. **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.
- VI. **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.
- VII. **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:

- I. **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.
- II. **Use of Accessory Structures.** Typically, our historic properties have accessory structures, such as barn, sheds, and detached garages.
- III. **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.
- IV. **Grading.** Typically, our historic structures were built at existing grade without "in-fill".

**STANDARDS FOR REHABILITATION OF HISTORIC STRUCTURES**  
**(US Dept. of Interior Regulations, 36 CFR 67)**

- I. 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.
- II. 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.
- III. 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.
- IV. Changes to a structure that has acquired historic significance in its own right should be retained and preserved.
- V. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a structure should be preserved.
- VI. 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.
- VII. 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.
- VIII. Archeological resources should be protected and preserved in place. If such resources must be disturbed, mitigation measures should be undertaken.
- IX. 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.
- X. 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.

HPC APPLICATION # \_\_\_\_\_ EXEMPTION REQUEST

The Harding Township Historic Preservation Commission will confirm to the applicant that an application is exempt from a hearing within seven (7) days of being referred to the Historic Preservation Commission "Monitor of the Month" by the building or township officials.

Rationale for Exemption from an advisory hearing (check all that apply):

<input type="checkbox"/>	Changes to the interior of a building.
<input type="checkbox"/>	Changes to the exterior of a building, which constitute maintenance and repair of the building.
<input type="checkbox"/>	Demolition of building pursuant to the Township's power of condemnation or by order of the Township Construction Code Official for reasons of health and safety.
<input type="checkbox"/>	Changes to the exterior of structures that are not designated as historic structures or are not in historic districts AND that cannot be seen from a public street.
<input type="checkbox"/>	Historic Preservation Commission has already reviewed current and final plans in conjunction with Planning Board or Board of Adjustment hearings and has documented recommendations to applicant.

Rationale for exemption from a demolition delay hearing (Check all that apply):

<input type="checkbox"/>	Changes to the exterior of a building, which constitute maintenance and repair of the building.
<input type="checkbox"/>	Demolition of building pursuant to the Township's power of condemnation or by order of the Township Construction Code Official for reasons of health and safety.
<input type="checkbox"/>	Buildings constructed after 1945
<input type="checkbox"/>	Other (describe)

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**Submitted by:** \_\_\_\_\_ (Date)

(Signature of Applicant)

Referred by: \_\_\_\_\_ on \_\_\_\_\_. Response due \_\_\_\_\_.  
 (Signature of Construction or Zoning Officer) (Date) (7 days from referral)

STATUS  Confirmed  Denied by: \_\_\_\_\_ for HPC on \_\_\_\_\_  
 (Monitor of the Month) (Date)