



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Mahwah Historic Preservation Commission
475 Corporate Drive, Mahwah, NJ 07430
T: (201) 529-5757 x.271

Property Address: _____

Block(s) _____ Lot(s) _____

Property Owner:

Name: _____

Address: _____

Phone Number: _____ E-mail Address: _____

Applicant (if other than owner):

Name: _____

Address: _____

Phone Number: _____ E-mail Address: _____

Applicant's Verification:

I, _____, hereby certify that the statements made by me in this application and the information contained in this application are true.

Signature

Date

Owner's Authorization (only if the owner is not the applicant):

I, _____, hereby certify that I reside at _____ in the Township of _____ in the State of _____, and that I/We are the owner(s) of the property known as Block(s)_____, Lot(s) _____ on the Mahwah Township tax map, which is the subject of this application. The said application is authorized by Me/Us.

Signature

Date

Please check the proposed work items:

_____ Window(s)	_____ Siding	_____ Foundation	_____ Porch/Deck**
_____ Chimney	_____ Fencing**	_____ Roof	_____ Dormer(s)/Cupola
_____ Cornice/Trim	_____ Step(s)	_____ Reconstruction/Addition **+	
_____ Door(s)	_____ Other (specify) _____		

** A site survey, plan or sketch should be submitted when any work is outside the principal structures, such as fences, or additions to existing structures.

**+ Detailed drawings should be submitted for all new construction.

The purpose of the application is to provide sufficient detailed information for Commissioners to understand and review the work you intend to undertake. Please attach, at minimum, a thorough verbal description, photographs of existing conditions, sketches of proposed modifications and product samples or explanatory material. If an application is deemed incomplete by the Commission Secretary, the applicant will be notified within ten (10) business days of receipt. Review will be delayed until the applicant furnishes additional information.

DESCRIPTION OF WORK TO BE COMPLETED (or please type on separate page):

Checklist:

The following check list is for your use in completing your application for a Certificate of Appropriateness. Those marked with an asterisk (*) are required for all applications. Other items are required if they are relevant to the scope of work described in the application.

1. _____ * Completed application (one electronic and two hard copies)
2. _____ * Photographs of the existing property including the front of the building and detail of the area to be changed.
3. _____ * Sketch of proposed modifications in relation to the face of the building.
4. _____ Brochure(s) showing proposed door(s), window(s)
5. _____ Samples of proposed siding and/or roofing materials.
6. _____ Other material that helps explain your plans.
7. _____ Specifications for proposed improvements.
8. _____ Copy of the survey or a site sketch for the subject property.

For Office Use only:

Date Application Filed: _____ Property Name/Ordinance: _____

Date of Hearing: _____ Date Application Completed: _____

NOTES: _____

Status: _____ Date Approved _____ Date Approved w/conditions _____ Date Denied _____
