

SOUTHAMPTON TOWNSHIP  
HISTORIC PRESERVATION DISTRICT COMMISSION  
APPLICATION  
FOR  
CERTIFICATE OF APPROPRIATENESS

SOUTHAMPTON TOWNSHIP ORDINANCE, CHAPTER 2-10.1 ET. SEQ. REQUIRES COMPLETION OF THIS APPLICATION BEFORE ISSUANCE OF A BUILDING, DEMOLITION OR SIGN PERMIT, AND BEFORE ANY WORK BEGINS ON A BUILDING OR STRUCTURE IN THE HISTORIC PRESERVATION DISTRICT.

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

BLOCK NO. \_\_\_\_\_ LOT NO. \_\_\_\_\_

PROPOSED WORK  WILL  WILL NOT SUBSTANTIALLY AFFECT THE APPEARANCE OR FACADE OF THE HISTORIC BUILDING OR SITE LOCATED AT \_\_\_\_\_

WORK DESCRIPTION:  IMPROVEMENT  REPAIR  RESTORATION  
 ROOFING  PORCH  SIGN  PAINTING  
 SIDING  GARAGE  ALTERATION  
 WINDOWS  FENCE  NEW CONSTRUCTION  
 DOORS  SIDEWALK  DEMOLITION  OTHER

**IMPORTANT:** APPLICATION MUST INCLUDE SUFFICIENT COLOR PHOTO VIEWS TO SHOW EXISTING PROPERTY CONDITION AS WELL AS SITE(S) OF PROPOSED CHANGE. PHOTOS MUST ALSO SHOW PROPERTY IN RELATIONSHIP TO ALL NEIGHBORS WITHIN 75 FT. DISTANCE.

**DEADLINE:** COMPLETED FORMS, PHOTOS, PRELIMINARY/FINISHED PLANS AND DRAWINGS MUST BE DELIVERED TO SOUTHAMPTON TOWNSHIP HISTORIC COMMISSION ADMINISTRATIVE OFFICER NO LATER THAN (10) DAYS BEFORE THE NEXT REGULARLY SCHEDULED HISTORIC DISTRICT COMMISSION MEETING.

**COMMISSION MEETS** 7:00 P.M. SECOND WEDNESDAY OF MONTH AT THE SOUTHAMPTON TOWNSHIP BUILDING, 5 RETREAT ROAD, SOUTHAMPTON, N.J.

APPLICANT  WILL  WILL NOT ATTEND COMMISSION MEETING.

**NOTE:** FAILURE TO SUPPLY COMPLETE INFORMATION MAY DELAY ACTION BY THE HISTORIC PRESERVATION DISTRICT COMMISSION BY (30) DAYS.

THE APPLICANT IS TO DESCRIBE WORK IN DETAIL ON REVERSE SIDE OF THIS FORM

DESCRIBE PROPOSED WORK IN DETAIL:

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\_\_\_\_\_  
SIGNATURE OF OWNER/APPLICANT

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FOR COMPLETION BY HISTORIC COMMISSION

THIS PROPOSED WORK HAS BEEN DETERMINED TO CONSTITUTE A \_\_\_\_ MAJOR

A \_\_\_\_ MINOR APPLICATION FOR CERTIFICATE OF APPROPRIATENESS.

THE FOLLOWING LICENSES/PERMITS ARE REQUIRED:

\_\_\_\_\_  
ADMINISTRATIVE OFFICER

# **PRESERVATION COMMISSION OF HISTORIC SOUTHAMPTON**

[historic@southamptonnj.org](mailto:historic@southamptonnj.org)

## **General Guidelines and Purpose for Completion of a Certificate of Appropriateness**

The Southampton Township Committee created the Preservation Commission of Historic Southampton by passage of a Municipal Ordinance in 1992 (Ordinance 1992-7). This ordinance under New Jersey Land Use Law served to create a "Historic" zoning designation, making the Village of Vincentown a historically zoned district. They then created the Commission to advise the Township Planning and Zoning Boards in all matters concerning construction and land use within the historically zoned areas. The Ordinance sets forth specific criteria for preserving historic sites through a formal application reviewing process, administered by the Commission, of proposed changes.

**To comply with the Municipal Ordinance, a Certificate of Appropriateness issued by the Commission shall be required before the issuance of a building, demolition or sign permit and before the commencement of work at an historic site where the permit or work involves any of the following activities:**

- 1. Demolition or relocation involving an historic site.**
- 2. An addition or alteration to an historic site, which changes its appearance. (Including Window replacement, Siding and Roof shingle replacement)**
- 3. New construction at an historic site.**
- 4. Erection, alteration, location, relocation, construction, reconstruction, maintenance or change to any sign located on an historic site.**

Further questions regarding the need for the completion of a Certificate of Appropriateness may be brought before the Preservation Commission at their regular monthly meeting. **The Preservation Commission meets the third Thursday of every month at the Southampton Township Municipal Building, 5 Retreat Road at 7:15pm.** At this time the Commission will review and vote on any submitted applications and will also be available to the general public for any questions. **(Please Note: All applications must be submitted 10 days prior to the meeting date. Drop off at Construction Department-5 Retreat Road, Southampton, NJ or email to [historic@southamptonnj.org](mailto:historic@southamptonnj.org).**

The Preservation Commission of Historic Southampton is a municipal body with specific legal powers and administrative responsibilities with the township government for the regulation and protection of the township's designated historic sites. The Commission is also available to provide guidance to historic property owners.