

Township of Southampton
Historic Preservation District Commission
Application for Certificate of Appropriateness

Southampton Township Ordinance, Chapter 2-10.1 Et. Seq. requires completion of this application before the issuance of a building, demolition or sign permit and before any work begins on a Building/Structure in the Historic Preservation District.

Applicants Name: _____

Address of property to be heard: _____

Address of applicant if different: _____

Phone: _____

Block No.: _____ Lot No.: _____

Proposed work ____ WILL ____ WILL NOT substantially affect the appearance or façade of the historic building or site located at (address): _____

Work Description: __Improvement ____Repair ____Restoration ____Roofing
 __Porch __Sign __Painting __Siding
 __Garage __Fence __Windows __Alteration
 __Sidewalk __Doors __Demolition __Other
 __New Construction

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 75ft. distance.

Deadline: *Completed forms, photos, preliminary/finished plans and drawings* must be delivered to Southampton Township Construction Department at 5 Retreat Road or emailed to historic@southamptonnj.org no later than ten (10) days before the next regularly scheduled Historic District Commission meeting.

The Southampton Township Construction Department is not responsible for making copies of your application. Copies should be done prior to bringing your application to be delivered, if copies are needed than your application will be considered incomplete.

Commission Meets: 7:00 pm the Third (3rd) Wednesday of the month at the Southampton Township Building, 5 Retreat Road, Southampton, N.J.

Applicant: _____ WILL ATTEND _____ WILL NOT ATTEND the Commission meeting.

Note: Failure to supply complete information may delay action by the Historic Preservation District Commission by Thirty (30) days.

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

Describe proposed work in detail:

Signature of Owner/Applicant

Below this line is for the Completion by the Historic Commission

This proposed work has be determined to constitute a _____ MAJOR a _____ MINOR application for Certificate of Appropriateness.

The following Licenses /Permits are required:

Administrative Office