

TOWN OF BOONTON
100 WASHINGTON STREET
BOONTON, NEW JERSEY • 07005



HISTORIC PRESERVATION COMMISSION REVIEW PROCEDURES

Recognizing the historical and cultural value of our architecture, and to protect our Town's architectural heritage, an Historic Preservation Ordinance has been passed by the Town Council. The responsibility for regulating and enforcing the ordinance resides with the Planning Board which acts upon recommendations of the Historic Preservation Commission (HPC).

The HPC's goal is to preserve the character of our historic districts and sites. To date so, the commission reviews new construction and demolition of buildings within historic districts or designated historic sites. It is also responsible for ensuring that changes in exterior appearance through alteration, addition or replacement are accomplished with respect and consideration for the building and its environment. Our purpose is to preserve the past by making it compatible with and relevant to the present.

To review the changes proposed on the property, the HPC asks that you complete the enclosed application and attach drawings of the proposed changes, current color photos and a detailed list of the materials to be used. Please submit the application to the Secretary of the Planning Board at Town Hall. **It is strongly recommended that applications be submitted at least 10 days prior to a meeting;** however, walk-ins on the night of the meeting will be permitted.

The HPC, which meets the first Wednesday of each month, will review the proposal and make a formal recommendation to the Planning Board. If the application is for signage only, the decision will be made at the HPC meeting and will not be forwarded onto the Planning Board. **THE APPLICATION WILL NOT BE CONSIDERED BY THE HPC UNLESS THE APPLICANT OR APPLICANT'S REPRESENTATIVE IS PRESENT AT THE HPC MEETING.** The Planning Board meetings are on the second Wednesday of each month. Both the HPC and the Planning Board meet in the Courtroom at Town Hall. HPC meets at 7:30 PM and the Planning Board meets at 7:30 PM.

Please note that if your application is not approved by the HPC you may appear before the Planning Board and attempt to have the HPC decision reversed. Your request for appeal must be submitted in writing to the secretary of the Planning Board prior to the Planning Board's meeting.

HISTORIC PRESERVATION COMMISSION – FIRST WED. OF EACH MONTH

PLANNING BOARD – SECOND WED. OF EACH MONTH

Telephone: 973-402-9410
Facsimile: 973-316-8498

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APPLICATION FOR HISTORIC PRESERVATION REVIEW

Name of Applicant: _____ Telephone: _____

Address: _____ Fax: _____

_____ E-Mail: _____

Doing Business As (if applicable): _____

Location of Subject Property: _____

Block _____ Lot _____

Relationship of Applicant to Property (lessee, owner, contractor, etc.) _____

Detailed Description of Proposal: (attach drawings, proposed colors, photos, etc.)

Colors: _____

Materials to be used: _____

Size/Dimensions: _____

Purpose of Proposed Changes: _____

Signature of Applicant: _____ Date: _____

Signature of Property Owner (if other than applicant) _____ Date: _____

Date Application Submitted to HPC: _____