

## Applying for a Certificate of Appropriateness (COA)

A COA is needed for all exterior changes (excluding color) to a building listed on the Historic Overlay Zone including but not limited to siding, roofing, signs, fencing and changes to doors and windows.

A COA is needed *even though* a building permit sometimes is *not* required.

**NOTE:** A COA is not required for any painting, repair or exact replacement of any existing improvement.

This Washington Township Historic Preservation Advisory Board meets on the 1st Wednesday of each month. Applications can be obtained from the Land Use Board Secretary or online at [wtmorris.org](http://wtmorris.org).

Please fill out as much of the application as is appropriate for your project and circumstance. Please print legibly and provide names, addresses and contact information so that the date for your application may be confirmed and a copy of the approved COA returned to you.

Scope of work: *e.g.*—sign approval/ roof replacement/ addition/ porch/ demolition

Description: the more information you can provide showing the existing structure and the changes proposed, the more clearly the Advisory Board can understand your objective. Samples or fliers showing proposed elements are encouraged. Photographs, photocopies and sketches or plans to scale are necessary and should be submitted along with the application. Digital files are encouraged and should be submitted to the Board Secretary: [landuse@wtmorris.net](mailto:landuse@wtmorris.net).

Applicants are encouraged to apply early in their planning. Unless otherwise requested or informed, the application will be reviewed and voted on at the next regularly occurring meeting of the Land Use Board meeting. However, if insufficient information is provided OR if the project is of a large enough scale as to warrant an advertised public hearing, a decision may take longer. All decisions will be made within 45 days from the time the application is deemed complete unless extended by mutual agreement.

The Board has no jurisdiction over paint colors.

The [Historic Overlay Zones](#), entire [Historic Overlay Zoning ordinance](#), design guidelines and other reference materials are post online under [Town Documents](#).

Please note that some projects may necessitate on-site inspections by the commission before approval may be given or may need interim or final on-site approvals during the project. Projects discussed as concepts will need to provide final plans before a COA is issued.

All Certificates of Appropriateness are valid for completion of work within **one year** from date approved. If needed, an extension may be requested *before* expiration. If changes to the plans are made during construction, the Commission should be informed. Depending upon the nature of the changes, a new COA or an amended COA *may* be required.

Please note below the exact requirements in submitting an application for a COA.

Excerpts from Historic Preservation Overlay Zone Ordinance :

### **§ 217-137. Applications for certificates of appropriateness.**

#### A. Application procedure.

Application for a certificate of appropriateness shall be made on forms available from either the Township Clerk or the Secretary of the Historic Preservation Commission. Completed applications shall be delivered to the Secretary of the Historic Preservation Commission at the Washington Township Municipal Building, 43 Schooley's Mountain Road, Long Valley, New Jersey.

B. Application information and supporting documents.

Applications or a certificate of appropriateness shall be filed in compliance with the following requirements:

(1) The applicant shall file eight copies of the application and eight copies of the plot plans, maps and other such appropriate documents as required by the Historic Preservation Advisory Board. In the case of applications being made directly to the Board through referral by another Township board or official, the applicant shall have the responsibility of providing an advisory copy of the full application to the Township Health Department or Township Construction Code Official. The filing of this advisory copy to the above-noted Boards shall be made by the applicant within three days of having filed the formal application with the Historic Preservation Advisory Board.

(2) The application shall include:

(a) An overall site plan layout, at a minimum scale of one inch equals 20 feet, showing the location of all adjacent properties.

(b) Sufficient color photographs of all adjacent properties and buildings within a minimum of 60 feet of the landmark property lines. Each photograph shall be properly identified and referenced on the site plan.

(c) Elevation drawings may be optional at the Board's requests. All building elevations required shall be at a minimum scale of 1/8 inch equals one foot.

C. Hearing procedure.

(1) The applicant shall notify all property owners within 200 feet of the lot line of the landmark property in question, by certified mail with a return receipt requested, of the hearing on the application, including a statement as to the work or activity involved, not less than 10 days before it is to be heard. A list of such property owners may be obtained from the Township Tax Assessor.

(2) The applicant shall present a certification of service of such notice at the hearing on the application.

(3) The applicant shall publish notice of the hearing and present proof of publication in the official newspaper not less than 10 days before it is to be heard.

Excerpts from the Bylaws of the Washington Township Historic Preservation Advisory Board:

1. Applications for a Certificate of Appropriateness shall be filed at least seventeen (17) days prior to the scheduled meeting in order to be placed on the agenda. The Board secretary shall advise the applicant of the hearing date.

2. Certificates of Appropriateness will expire unless the work is completed within (1) year from the date of approval, or an extension of time is granted by the Board upon written request by the applicant prior to said expiration date. In the event an extension of time is declined, a re-application will be required.

3. Application for a Certificate of Appropriateness shall be made on forms in Appendix C as revised from time to time.

IV. PUBLIC HEARINGS

1. The Advisory Board may waive a public hearing and the related requirements of notification of property owners within 200 feet and the official newspaper of the Township under one or more of the following conditions:

1. Minimal nature of change, such as a minor alterations or repairs

2. Sign applications

3. Lighting applications

4. Adherence to The Secretary of the Interior's Guidelines for the Rehabilitation of Historic Buildings.

The applicant is responsible for notifying the HPAB Secretary if changes are made to the project before or during construction. **Please note the signature line on the application form.**