

WAVERLY TOWNSHIP

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Section I.

Property Address (where project is proposed): _____

Name of Applicant: _____ Telephone Number: _____

E-mail: _____

Address of Applicant (if different from property address): _____

Applicant is: Owner Lessee Contract Purchaser Architect/Contractor

If Applicant has identified a contractor for the project please provide name, address and telephone number:

Complete only if Applicant is not Owner of the Property

Owner Information: Name _____ Address _____

Telephone Number: _____ E-mail: _____

Section II.

Scope of work for proposed project in narrative form (include additional pages if necessary):

All legal owners of the property where the work is to be conducted **must sign this application** prior to submission for review and official action and by doing so they confirm the accuracy of the information contained in this application. Following the issuance of a permit by the Township Supervisors, agree to be bound to complete and not exceed the scope of work as described herein.

Owner name (print)

Owner signature

Owner name (print)

Owner signature

CERTIFICATE OF APPROPRIATENESS

APPLICATION CHECKLIST

Applicants for a Certificate of Appropriateness are strongly encouraged to present as much relevant information to the Historic Architectural Review Board as they feel is necessary in order to enable the HARB to make an informed decision regarding the proposed project and its impact on the Waverly Historic District. Applications for a certificate of appropriateness, HARB reviews and Township official action on the same shall follow the Historic District Ordinance which is available at the Township office. Depending upon the scope of the project, it may be necessary for the applicant to engage the services of a design professional to assist with the process.

Only applications that are complete will be subject to HARB review. At a minimum, a complete application must include the following:

- ◆ A map, survey, or site plan (with scale no less than 1" = 20') showing the location of the property and the proposed work; this does not necessarily have to be prepared by a professional, but in addition to scale it should accurately depict the property and the proposed new construction, improvements, renovations, etc..
- ◆ Photographs of the property as it presently exists (prior to project), at least 8" x 10" in scale. Polaroid photographs do *not* provide sufficient detail and are not acceptable. Color photos are preferred and digital images are acceptable.
- ◆ Photographs, product data, catalog cuts or other graphical descriptive information on the materials to be used in the project (windows, doors, siding, railing, etc.).
- ◆ If the project involves or includes erection or placement of signage, a scaled drawing of the proposed sign should be provided, showing the type of lettering to be used, all dimensions, colors, and materials, the method of illumination, and a plan or sketch illustrating the location of the sign on the property. Digital images are acceptable. Specific conditions and restrictions concerning signs are addressed in the Historic District Ordinance.
- ◆ **Eight (8) copies of the application and all supporting documents**

The inclusion of supplementary materials is encouraged. Please check below the supplementary material provided as part of your application:

- Elevation drawing(s) of the proposed project
- Perspective drawing(s) of proposed project
- Historic photograph(s) of property
- Other (provide brief description): _____

A COMPLETED APPLICATION MUST BE RECEIVED AT LEAST TEN (10) CALENDAR DAYS PRIOR TO A REGULARLY SCHEDULED MEETING OF THE HARB TO BE CONSIDERED AT THAT MEETING. UNLESS THE APPLICANT AGREES TO AN EXTENSION OF TIME, THE HARB WILL RENDER A DECISION AND RECOMMENDATION WITHIN THIRTY (30) CALENDAR DAYS OF THE DATE OF THE MEETING AT WHICH THE APPLICATION IS REVIEWED BY THE HARB.