

**DESIGN REVIEW APPLICATION**  
**FOR HISTORIC PRESERVATION COMMISSION REVIEW**

**PROPERTY**

**Address** \_\_\_\_\_ **Block No.** \_\_\_\_\_ **Lot No.** \_\_\_\_\_

**Zip Code** \_\_\_\_\_ **Historic Name (if known)** \_\_\_\_\_

- 1** Type of Building: (please check one) **2** Is this building currently occupied / in use?
- Commercial     Industrial     Mixed Use     Yes     No
- Residential     Public     Religious

**3** What is the original or previous use of the property? (50 years ago or more) \_\_\_\_\_

**4** What is the existing use of the property? \_\_\_\_\_

- 5** Is the property listed on any of the following? **6** This property is located in the following Historic District:
- Paterson Register of Historic Places     Great Falls Historic District (GFHD)
- State Register of Historic Sites     Downtown Commercial Historic District (DCHD)
- National Register of Historic Places     Eastside Park Historic District (EPHD)
- Don't Know     Court House Historic District (CHHD)

**APPLICANT**

Name \_\_\_\_\_

**OWNER**

Company \_\_\_\_\_

**CONTRACTOR**

Address \_\_\_\_\_

**OTHER:**

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

**\*\*Please include additional addresses and contact information (if applicable), on the following page.\*\***

***I affirm that I am the owner of the above-listed property or the authorized agent of the owner and certify that the information entered is both correct and true.***

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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**ADDITIONAL ADDRESSES & CONTACTS:**

**ARCHITECT**

**NONE**

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

**ENGINEER**

**NONE**

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

**CONTRACTOR**

**NONE**

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

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## PROPOSAL & PROJECT DETAILS

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### FOR HISTORIC PRESERVATION COMMISSION DESIGN REVIEW

**PERMITTING** ⑦ Are you applying to the following City of Paterson Boards or Divisions for Permits?

- Board of Adjustment                       Planning and Zoning Board  
 Division of Engineering                       Construction / Work Permit from the Division of  
Community Improvements ("Building Department")

⑧ Are you also applying to any other non-city agencies for permitting?

- Passaic County Planning Board    Passaic County Engineer    Other  
 New Jersey Department of  
Environmental Protection                       Hudson-Essex-Passaic Soil  
Conservation District                       N/A

⑨ Type of work to be done: (check all that apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Repairs  | <input type="checkbox"/> Siding             | <input type="checkbox"/> ADA Compliance   |
| <input type="checkbox"/> Windows / Doors (alterations, repair<br>or replacement)      | <input type="checkbox"/> Painting           | <input type="checkbox"/> Streetscape /<br>Landscape (sidewalks,<br>driveways, etc.) |
| <input type="checkbox"/> Soffits/Fascia   | <input type="checkbox"/> Signage            | <input type="checkbox"/> NEW CONSTRUCTION   |
| <input type="checkbox"/> Roof (If checked, please select<br>existing roof type below) | <input type="checkbox"/> Addition           | <input type="checkbox"/> DEMOLITION   |
| <input type="checkbox"/> Asphalt Shingle  | <input type="checkbox"/> Foundation         | <input type="checkbox"/> OTHER: _____   |
| <input type="checkbox"/> Slate  | <input type="checkbox"/> Masonry Repointing |   |
| <input type="checkbox"/> Tile   |   |   |
| <input type="checkbox"/> Metal  |   |   |
| <input type="checkbox"/> OTHER: _____   |   |   |

**ENVIRONMENTAL** ① ① Is this site undergoing investigation or remediation for environmental contamination?

- Y    N

① ① Is this site a Brownfield or in a Brownfield Redevelopment Area?

- Y    N

① ② Are any public incentive programs, grants or loans used or applied for in the financing of this project?

- Y    N

**FUNDING**

① ③ If yes, please list in detail:

\_\_\_\_\_

**INITIAL PAGE:** \_\_\_\_\_

**PROPOSAL & PROJECT DETAILS**  
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Describe the proposed  
use of the site:

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Describe the proposed  
scope of work:

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Describe any existing  
features or materials  
expected to be  
removed or replaced:

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LIST IN DETAIL  
CONSTRUCTION  
MATERIALS TO BE  
USED IN THE PROJECT;  
include brand names,  
model #s, colors, etc.

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## APPLICATION MATERIALS CHECK LIST

### **FOR HISTORIC PRESERVATION COMMISSION DESIGN REVIEW**

- Application Form**, (4-5 pages, including the Property and Applicant Information Sheet; and Proposal and Project Details) with all requested information filled out completely.
- \_\_\_\_\_ Copies of all materials submitted.
- Signed architectural/engineering drawings**, site plans, sketches and renderings delineated at a minimum of ¼-inch scale. Professional scaled drawings will be submitted in 24x36 inch size on standard bond paper. On each of these materials will be printed a title block to include: the project name and address; scale and date of drawing; revision number or version; delineator and firm name, address, license number and contact numbers; a directional (north) arrow, if appropriate.
- Current photographs** of existing structure(s), objects, site, streetscape to include as appropriate to the application: façades, elevations, ancillary structures, amenities, streetscape, overall site setting, current conditions details and other pertinent details and overviews. Photos must be numbered and notated on separate pages included with the application. Photographs may be digitally printed several to a page or be standard 4x6 in. photographic prints. **Only photographs taken within 30 days of application submission will be accepted. Images from Google Maps will not be accepted.**
- Specifications of materials** to be used for all aspects of the proposal being reviewed, including but not limited to: catalog cut sheets, sample paint chips, manufacturer product specifications, plan notations, etc.
- A detailed and complete proposal description** explaining the proposed construction, demolition, alterations, minor alterations, ordinary maintenance and repair or other proposed changes.

### **SUPPLEMENTAL SUBMISSIONS, UPON REQUEST**

- Available **historic photographs and/or drawings** from local public resources, including but not limited to: the Local History Room of the Paterson Public Library; the Paterson Museum; the Passaic County Historical Society; the New Jersey Historical Society, the New Jersey State Library and the State Historic Preservation Office.
- Existing **professional consultation reports**, studies, and written testimony, regarding the proposal, to include findings of fact, opinions and recommendations, prepared by appropriately accredited firms and/or individuals. Topics of interest include, for example, as appropriate to the proposal and its issues: engineering, architecture and planning, environmental assessment, cultural resources, archaeology and historical analysis. Such reports and testimony shall be dated and identify the author, firm and credentials, and shall document its referenced sources. Pursuant to fulfilling its Powers and Duties to evaluate the application, the HPC may, at its discretion, require submission of certain professional reports by the applicant if they do not already exist, or if a preexisting report is expired, outdated or inadequate.