

Historic Preservation Commission Design Review Package

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Historic Preservation Design Review Procedures

1. All work requiring a permit for **any** structure in a Historic District or indicated as a Site of Historic Interest on Readington Township's Master Plan requires approval by the Historic Preservation Commission.
2. Applicants should submit ten copies of the completed application with the attachments to:
Readington Township Historic Preservation Commission
Municipal Building
Route 523
Whitehouse Station, NJ

AND

A digital version of the application and materials to boh@readingtontwp-nj.org,
labeled HPC Design Review Application

3. Those applications received by the end of the day the Wednesday before the scheduled monthly meeting will be included on that month's agenda. Those received after that date will be added to the following month's agenda.
4. The Historic Preservation Commission meets at 7:30 pm on the second Tuesday of each month. Please check the posted agenda on the Township Web Page to see if the meeting will be held through WebEx or in person at the Municipal Building.
5. Applicants are notified by email when added to the agenda. Make sure your email is on the application and clearly written.
6. Applicants are required to attend the meeting where they appear on the agenda.
7. Questions on the application process should be sent to the Historic Preservation Commission at rthpc@readingtontwp-nj.org.

Requests are reviewed daily M-F and answered in the order they are received.

Historic Preservation Design Review Application

Township of Readington
509 Route 523
Whitehouse Station, New Jersey 08889

Historic Preservation Commission
rthpc@readingtontwp-nj.org

Design Review Application

The application must be completed in full.
If not applicable or you don't know, write "N/A" or "don't know."

Date submitted: _____

Property Information:

Historic District _____

Block _____

Lot _____

Address _____

Approximate Age _____

Number of Stories _____

Type of Construction _____

Present Use _____

Proposed Use _____

Applicant Information

Property Owner Name _____

Property Owner Address _____

Phone _____

Email _____

Architect / Contractor Information:

Name _____

Address _____

Phone _____

Email _____

Type of Project (please check appropriate boxes):

<input type="checkbox"/> New construction	<input type="checkbox"/> Porches	<input type="checkbox"/> Solar panels
<input type="checkbox"/> Additions	<input type="checkbox"/> Patios/Decks	<input type="checkbox"/> HVAC equipment
<input type="checkbox"/> Windows	<input type="checkbox"/> Garages	<input type="checkbox"/> Generators
<input type="checkbox"/> Exterior doors	<input type="checkbox"/> Sheds/Outbuildings/ Accessory structures	<input type="checkbox"/> Signage
<input type="checkbox"/> Roofing/Siding	<input type="checkbox"/> Fences	<input type="checkbox"/> Awnings/Canopies
<input type="checkbox"/> Chimneys	<input type="checkbox"/> Swimming pool	<input type="checkbox"/> Demolition
<input type="checkbox"/> Masonry repairs	<input type="checkbox"/> Exterior lighting	<input type="checkbox"/>

Proposed Work Description:

- Provide a detailed description of the work and be as specific as possible. Include the materials, brand, colors along with construction methodology (add additional pages as needed). Note that all work must comply with the Township Ordinance on Historic Areas (attached)

Additional Information Required for Major Construction

In addition to the above-referenced submission documents, any application concerning a new structure, addition, and/or façade alteration must provide a written statement in response to each of the following questions:

How will the work be compatible with the natural features of the site, and how will the building complement the existing historic building designs in the Historic District.
If the application relates to an addition, how will the addition reflect the existing building in terms of scale, materials, fenestration, and color?
If the building's façade will be renovated, what design features will break down long, horizontal facades down into segments having vertical orientation, and tall vertically oriented facades into horizontal components (i.e., how will you prevent blank walls)?
If the side and rear elevations of buildings are within public view, will their architectural treatments be comparable to that of any proposed front façade?
Will renovations to the façade be consistent with the original architectural style of the building?

Which original details will be retained?

What are the new features? How will they harmonize with existing features?

How will the building renovations incorporate elements of the original structure into the renovation design?

By my signature below, I affirm all information contained within and attached hereto to be accurate and truthful. I am aware that the proposed work described should not commence until all appropriate approvals have been obtained.

Applicant
Signature _____

Owner Signature (if not
the applicant) _____

Printed Name _____

Printed Name _____

Date _____

Date _____

Check List -Documentation Required with Design Review Application

- Completed Application**

- Site Plans**
 - existing site plan of the property showing all structures /
 - proposed site plan of the property showing all structures

- Elevation Drawings (required for all new construction, additions)**

- Photographs:**
 - Owners Property - Color photos of the building – labeled as front elevation, rear elevation, side elevations, and a view of the structure from the road
 - Surrounding property (your neighbors) – Color photos labeled - North, South, East, West

- Construction Plans (detailed plans submitted by your contractor for the proposed work to be done)**

- Material Samples/Colors**

- Landscape Plans (description of plantings to provide screening of mechanical installations in public view)**

Appendix 1 - Section 148-79.2 Historic Areas

§ 148-79.2

Historic areas.

[Added 4-19-2004 by Ord. No. 18-2004

A.

The requirements of this section shall apply to all development, including renovation, alteration, reconstruction and additions to existing buildings and structures, within an historic area.

(1)

Building design. All development that is situated within those areas designated in the Master Plan as "existing historic areas" or "proposed historic areas" (Plate 14, Readington Township Master Plan 1990), as of the adoption of this section, some of which are listed on both the National and State Register of Historic Places, shall be designed to reflect the design vocabulary, massing, proportion, directional expression, height, width, scale, orientation, fenestration, roof, details and materials of vernacular 18th- and 19th- and early 20th-century styles found in the villages of Darts Mill, Readington, White House, White House Station, Potterstown, Stanton, Three Bridges, Centerville, Taylors Mill, South Branch and the Pleasant Run corridor. Acceptable styles and examples from the relevant periods can be found within the following references, which are maintained for review in the Planning Office:

(a)

What Style Is It? A Guide to American Architecture (Propellers, John C., John Wiley & Sons, Inc., 1983).

(b)

A Field Guide to American Houses (McAlester, Knopf, 1984).

(c)

Identifying American Architecture (Blumenson, Norton).

(2)

Procedures for review by the Readington Township Historic Commission are contained within Chapter 27 of the Readington Township Code.

B.

General guidelines.

(1)

Buildings are not required to copy historic examples. Individual architectural expressions that incorporate the stylistic tenets of historical buildings are acceptable, provided that the design principles in the above references are adhered to. Buildings shall show a harmony of design with their

surroundings, and any shapes, signs and lighting, colors and other characteristics which cause a building to call excessive attention and create disharmony shall be avoided.

(2)

All buildings shall be related harmoniously to the natural features of the site and to existing buildings and other structures in the vicinity that have a visual relationship to the proposed building or buildings. The achievement of such relationship may include the enclosure of space in conjunction with other existing/proposed buildings or the creation of focal points. With respect to public spaces, building design/orientation may have to be adjusted in order to maintain a positive spatial relationship or to preserve visual access to community focal points, either natural or man-made.

(3)

The selection of building design elements, for example in the use of materials, fenestration, color, texture, and other design considerations, should ensure that such treatment is generally consistent with traditional and vernacular 18th- and 19th- and early 20th-century architectural styles.

(4)

Building additions and renovations should be designed to reflect the existing building in terms of scale, materials, fenestration and color.

(5)

Appearance of the side and rear elevations of buildings shall receive architectural treatments comparable to that of any proposed front facade if said elevations are generally within public view.

(6)

Buildings should, where appropriate, strengthen the particular design features of their locale by, for example, framing a view corridor, enclosing an open space area, or continuing a particular design feature or statement. Such construction should complement the existing historic building designs in the Village.

C.

Building massing and scale.

(1)

Long, horizontal facades should be broken down into segments having vertical orientation, and tall vertically oriented facades shall be broken down into horizontal components through use of appropriate design features.

(2)

Buildings with expansive blank walls are prohibited.

(3)

Buildings should be designed so that facades are the prominent architectural feature and the roofs are visually less dominant in the total design. Architecturally accurate roof styles shall be consistent with the proximal historic context.

(4)

A pedestrian scale should be achieved at ground level and along street frontages and entryways through the use of such scale elements as windows, doors, columns, plazas, awnings, canopies, and site furnishings.

(5)

In new infill construction, the alignments of proposed facades shall be consistent with the existing setback of nearby buildings to the extent permitted by this section.

D.

Facade treatment.

(1)

Multitenant buildings shall provide uniform storefronts, doorways, windows, awnings and other design features for all ground floor tenants. Upper floors of said buildings shall at a minimum be coordinated with the ground floor through common materials and colors. Storefronts should include display windows with a sill height not less than two feet from grade.

(2)

Buildings should use windows of similar sizes and shapes or incorporate other facade elements that establish the same pattern of other buildings in its context.

(3)

Dominant zones and horizontal lines that establish those zones should be included in the design. Such lines include the tops of display windows, sign facias, cornices and belt courses.

(4)

Design elements that carry through a block such as storefront patterns, window spacing, entrances, canopies or awnings, etc., should be incorporated into new or renovated facades.

(5)

Exterior mounted mechanical and electrical equipment shall be completely screened from public view with opaque architectural elements.

(6)

Facade renovations should be consistent with the original architectural style of the building. Original details should be retained; when it becomes necessary to introduce new features, they should harmonize with existing features. If windows and doors must be replaced, new materials that match the original design should be used, wherever possible.

(7)

The use of creative lighting schemes to highlight building facades and related areas of a site shall be encouraged, except that any such nonresidential lighting shall be shut off by 10:00 p.m. or 1/2 hour after the closing of such nonresidential use.

E.

Building materials, colors and texture.

(1)

On existing buildings, original materials shall be retained wherever possible, and the repair and restoration of existing materials deemed of architectural value shall be strongly encouraged.

(2)

Where appropriate, building renovations shall incorporate elements of the original structure into the renovation design.

(3)

The use of brick, stone, clapboard, shakes and other facade materials of a traditional and vernacular nature shall be strongly encouraged.

(4)

Metal panels and mirrored glass surfaces are prohibited on all buildings.

(5)

The painting of buildings in bold colors, patterns, checks or stripes is discouraged.

(6)

The use of colors generally associated with traditional building design shall be encouraged on all buildings. Accent or complementary colors which harmonize with the main facade colors shall be permitted for trim, awning and other building details. Acceptable paint colors from the relevant periods can be found within the following reference, which is maintained for review in the Planning Office:

(a)

Paint in America, the Colors of Historic Buildings (Moss, Roger, John Wiley & Sons, Inc., 1994).

F.

Other requirements.

(1)

Awnings shall be encouraged on nonresidential buildings. All awnings shall be constructed and installed so that the frame and fabric of the awning is integrated into the overall building design. No awning shall extend beyond a dimension appropriate with the size and scale of the subject building, and no awning shall be less than eight feet above the ground. Awnings which project into any roadway, driveway,

parking or loading area are prohibited. Awnings shall not be placed so as to conceal or disfigure an architectural feature or detail. Awning materials shall be limited to cloth, canvas and similar materials; metal and aluminum awnings are prohibited. Plastic, internally illuminated awnings are prohibited. Awnings may be solid or striped, but colors shall be coordinated with the facade colors.

Appendix 2 - Design Review Application Definitions

Date Received

The date the application was submitted to the RTHPC.

Historic District

The name of the Historic District where the property is located. The historic district can be found on the Readington Historic Sites Map located on the Township Webpage – Historic Preservation Home page.

Property Street Address

The street address of the property to be reviewed (no post office box numbers).

Property Block No / Property Lot No

Property Block and Lot Numbers can be located on your tax assessment form or the tax map at the Tax Assessors Office.

Property Name and Address

Name and address of the property owner.

Phone number & Email Address

Phone number(s) of the person(s) applying for a Design Review. Please include the best number to contact (home, work, or cell). Email Address – please print clearly.

Present Use

Describe the current use of the structure (e.g., residence, commercial, retail, etc.).

Proposed Use

Describe the proposed use of the structure.

Number of Stories

List the number of stories of the structure.

Type of Construction

Identify the current construction of the building: Masonry - Brick / Stone, Frame, Other – define.

Proposed Work

Describe in as much detail as possible the intended work to be done to structure (provide elevation drawings, site plan, attach additional sheets if necessary).

Described the Materials and Construction Methods to be used for the restoration

Provide as much detail as possible. Supporting materials can be presented at the Design Review Meeting. Information for guidelines on rehabilitation of Historic Property, please refer to the Secretary of the Interior's Standards for Rehabilitation of Historic Properties. The Illustrated Guidelines can be located on the World Wide Web.

Site Plan

A plan, prepared to scale, showing accurately, with complete dimensions, the boundaries of a site and the location of all buildings, structures, uses, and principal development features proposed for a specific parcel or parcels of land.

Elevation Drawings

An architectural rendering of a house plan showing the front, side, or rear view of the building, or a one-dimensional (flat) drawing showing the structure's side, front, or rear views and its external finished appearance, including vertical height dimensions. It should be drawn as seen 'head on' as you face the building from the front, side or rear.

Photographs

Color photos of the building must be included with the applications. They are to include the structure's front, rear, and side elevations.

Surrounding Property Usage (your neighbors) please include photos

Examples of surrounding property uses are residential, commercial, industrial, farmland, etc. Photographs of surrounding property help put your design review to the Commission in context to your neighbors.