

**If you are the owner or tenant of a property in a historic district, and you want to...**

- ❖ Alter the doors or windows
- ❖ Install new roofing or siding
- ❖ Install new or altered signs
- ❖ Build an addition
- ❖ Demolish part or all of a building
- ❖ Add or change exterior light fixtures
- ❖ Make other changes to the building exterior

**...you will need HPRC review and approval.**

**Related applications or requirements:**

In many instances the Zoning Officer may determine that your HPRC application also requires additional approvals due to the requirements of other jurisdictions in town. These may include the need for a subdivision, site plan review, or a use variance or bulk variance (through the Planning Board or Zoning Board of Adjustment).

The primary focus of this informational pamphlet is the **Historic Preservation Review Commission** process. Other pamphlets cover information related to those other reviews. However, it is important to remember to discuss all aspects of your project and to include as much information about the proposed work as possible with your Zoning Application to the Zoning Officer in order that he may make a fair and comprehensive review.

For these and many other types of work, you must complete a Zoning Application with a copy of your plot plan showing the proposed work accurately.

It is the responsibility of all residents, property owners, and tenants to check with the Zoning Officer before starting any construction, alteration or modifications to homes, businesses or properties.

You should first direct your inquiries to the Zoning Officer. He will then be able to advise you about the appropriate steps needed to proceed.

**Borough Information:**

Haddon Heights Borough Offices:

Borough Clerk . . . . .	547-7164
Construction Office . . . . .	547-2959
Zoning Officer . . . . .	547-2959
Tax Assessor . . . . .	547-7164
Zoning and Planning Board Secretary . . . . .	547-7164
Historic District Commission Chairman . . . . .	547-7132

This informational pamphlet is one of a series intended to provide answers to common questions and directions to frequently encountered situations. The focus is limited and the content is not intended to replace or supplement the Borough's Zoning and Land Development Ordinances or any other governmental regulations. Discrepancies or omissions are unintentional; the original documents will always take precedence. You are strongly urged to read the Borough Ordinances and/or consult with an attorney before making an application.

**Historic District**

*Why do we have a historic district?*

*What is the purpose of the Historic Preservation Review Commission?*

*When would I need to make an application for design review?*



# Historic Preservation Review Commission Procedures

The regulations and procedures you need to follow for acquiring approval are detailed in the most recent version of the **Haddon Heights Land Use and Zoning Ordinance**. The following are excerpts in a condensed form and should not be construed as the complete text. This is provided as an aid to understanding some of the more common procedures and how they are handled in Haddon Heights.



## How do you know if you live in a historic district?

A visit to the Borough Hall or Construction Office will allow you to research the Zoning Map which includes the boundaries of the historic districts in town. The Zoning Ordinance also lists the boundaries as well as some other specific historic landmark buildings.

## Why do we have these historic districts?

They have been defined and delineated to protect valuable historical and cultural resources in our community which are irreplaceable. For a number of reasons, these properties represent a part of our town's past. More than just saving these properties, the historic district ordinance provides direction for preserving and enhancing them. It is done for the good of the entire community and the protection of the historic property owners.

## Does this designation prevent the owner from making changes to their property?

If a property is located within a historic district, then the Historic Preservation Review Commission (HPRC) is required to review all proposed changes visible to the public. This design review has proven to be a positive benefit to both the property owner as well as the general public good. The special assets inherent in historic properties need to be protected from inappropriate alterations.

## What if the work I am proposing does not require a building permit?

Even if the work does not require a building permit, there may be aspects of the work which require approval from the HPRC and Planning Board. Even some of the most subtle changes (like new signs, re-roofing, or replacement windows) can have a devastating effect on the historic district. The HPRC makes its recommendations to the Planning Board. The property owner has an opportunity to express requests and reasons for the changes at both hearings.



## Summary of what the Ordinance covers:

### Application:

The Zoning and Land Development Ordinance of Haddon Heights includes a specific section defining the historic district elements and procedures. The full text of that section should be referred to for detailed explanations.

The Zoning Officer should be able to inform you whether you need to make an application to the HPRC. The chairman of the Commission may also be a good source of information about the history of your property and whether or not you need to have the proposed work reviewed. A Zoning Application should be filed for review by the Zoning Officer.

After the Zoning Officer has reviewed it, you may be directed to one or more review boards and be given the appropriate application forms for the work you are proposing. Applications for review should be submitted to the Zoning Officer who will forward it to the HPRC. Your application will be reviewed by Commission at its next public meeting.

Your application would typically include historic information about your property, photographs of historic views, and photographs of current conditions of your property and its surroundings. You must also provide relatively detailed information about the work you are proposing. It is often recommended and sometimes required that a design professional prepare drawings to describe the work proposed.

### Letter of Recommendation:

After their review, the Commission will usually forward a Letter of Recommendation to the Planning Board. (In instances where the Zoning Board has jurisdiction due to other aspects of the proposed work, they will receive the letter.) The applicant, owner or contractor will be notified of the meeting schedule for the next public meeting of that board.

At the public meetings, the applicant should explain the scope of work and how it affects the historic character of the property or the district.

An application is only valid for two years from when it is approved. The work site may be inspected by the Zoning Enforcement Officer, and penalty fees may be incurred if work proceeds without a valid approval. A permit application to the Construction Office may also be required. (Review the pamphlet #1 on "Construction Permits" for general information.)

### Guidelines:

The design guidelines in the historic district ordinance are based on a set of recommendations presented in the Secretary of the Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. A copy of this federal publication is available in the Haddon Heights Public Library.