

CERTIFICATE OF APPROPRIATENESS APPLICATION

Fill out completely and type or print in ink. Please read instructions on reverse.

Township Stamp - Date Received

PROPERTY/WORKSITE:

Block Lot Qualifier Zone

Address Apt./Floor/Suite/Unit/Etc. City

Residential, specify: or Non-residential, specify:

Property Owner

Address (if different) City State Zip Code

Phone Fax Email

APPLICANT (if not owner):

Name Owner's Agent Tenant Other

Address City State Zip Code

Contact Person

Phone Fax Email

TYPE OF APPLICATION (check all that apply):

- Alteration, New Construction, Emergency Repair, Informal, Demolition, Removal, Minor, Determination COA is not necessary

Description of Project (be specific and use additional pages if necessary):

If materials are being replaced, will they be identical to the original. Yes No

Approximate age of building or structure (Enter "new" if proposed, "unk" if unknown)

CERTIFICATION AND PERMISSION:

I hereby certify that I am either the legal property owner or am authorized by the legal property owner to make this application. I understand that if any of the above statements are willfully false, I am subject to punishment.

Additionally I hereby grant permission for Commission members to make field observations of the exterior of the property in connection with this application.

Signature Date

For Township use only: File #, Date complete, Official signature

**INSTRUCTIONS**  
**CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION**

Please be sure to print or type when filling in the information on this COA Application and to submit all required supporting materials. Full information on the COA application process can be found in the Code of the Township of Franklin Chapter 112, Article XXV, §112 -200 H. **If you have any questions, please stop by the Zoning Office or call the Zoning Officer at 732-873-2500, ext. 6274 before submitting your application.**

**ALL APPLICATIONS - Description of Project**

- When completing the *Description of Project* section, be specific and detailed. For example: please include a list of materials to be used if not already detailed on any supporting documents being submitted. The more information you provide, the less chance there will be of questions arising that could delay a decision on your application.

**ADDITIONAL SUBMISSIONS**

- Generally the following are required with each application, but the Historic Preservation Advisory Commission reserves the right to ask for additional information it believes is necessary to reach an informed decision on the application.
  - (a) Photographs of the existing structure or lot.
  - (b) Scaled drawings showing site plan layout, facade elevations, and specifications for materials.
  - (c) For new construction applications, a streetscape elevation drawn to scale showing the new structure in the context of neighboring buildings, structures, and sites.
  - (d) Information on and samples of the materials being proposed for use. (Samples should be brought to the meeting rather than submitted with this application).
- The applicant will be responsible for submitting twelve (12) complete sets of documents for a Certificate of Appropriateness and two copies for determination of non-necessity.

**ADMINISTRATIVE APPROVAL OF MINOR APPLICATIONS.**

- An application for a COA for the following specific work may be considered for administrative approval:
  - (a) Replacement or installation of a screen door that would be architecturally appropriate for the building or structure in question.
  - (b) Replacement or installation of a storm door that would be architecturally appropriate for the building or structure in question.
  - (c) Replacement of an exterior front, side or rear door that would be architecturally appropriate for the building or structure in question.
  - (d) Replacement of three-tab asphalt roof shingles with real slate shingles, faux slate shingles, wood shake shingles, synthetic cedar shakes, or standing seam metal roofing, as are deemed to be architecturally appropriate for the building or structure in question.
  - (e) Replacement or installation of garage doors that would be architecturally appropriate for the building or structure in question.
  - (f) Replacement or installation of wood shutters and iron hardware that would be architecturally appropriate for the building or structure in question.
  - (g) Replacement of gutters and downspouts that would be architecturally appropriate for the building or structure in question.
  - (h) Business signage that is appropriate to the building or structure it is associated with.
  - (i) Replacement or installation of wooden fencing that would be appropriate to the architecture of the building on the property and the setting of the property.
- **Note:** The proposed minor work cannot involve demolition or removal of a building, structure, or object on an historic site or within an historic district, or involve new construction or an addition to a building, structure, or object on an historic site or within an historic district.

**APPEARANCE**

- For all applications except emergency repairs and administrative approvals, the applicant **must appear** before the Commission for the scheduled hearing on this application and/or may be represented by an attorney or another individual who shall be authorized in writing to represent the applicant.