

BOROUGH OF PENNINGTON
HISTORIC REVIEW PROCEDURES

Pennington's Historic Preservation Ordinance regulates changes made to individually-listed historic sites and properties located within the historic district. The ordinance meets the requirements of New Jersey's Municipal Land Use Law (MLUL). Also, the ordinance is available on line at the Borough website: www.penningtonboro.org.

According to the ordinance, the Historic Preservation Commission is charged with determining whether proposed changes to existing historic sites or buildings within Historic Districts are appropriate. This is accomplished by a review process which results in issuance of a "Certificate of Appropriateness" (C of A). The ordinance specifically identifies when a Certificate of Appropriateness is required, and when it is not required.

Historic Review Required:

- Changes to the exterior of a structure which are visible from the street, including replacement of doors and windows
- Demolition of any principal building or part of a principal building,
- Relocation of principal buildings
- Building additions and new construction visible from the street.

Historic Review not required:

- Changes to the interior of a structure
- Exterior or interior painting
- Ordinary maintenance and repair with in-kind materials
- Replacement of any materials with new materials which match design, scale and appearance
- Replacement of roofing materials with any replacement material
- Changes to landscape, walkways, driveways, fences, signs or other site items
- Exterior lighting not attached to principal structure or not visible from street
- Changes in technology including solar panel, satellite dishes, or HVAC equipment
- Work related to an accessory structure in a rear yard
- Alterations to structures constructed after 1945

(continued)

The Historic Preservation ordinance includes specific criteria for the review and approval process. The Historic Preservation Commission must comply with these criteria in determining the appropriateness of any application.

When it is determined that the proposed work requires Historic Review, there are two types of applications for a Certificate of Appropriateness:

1. For most changes, the Property Owner submits an “Application for Certificate of Appropriateness”, available at Borough Hall. The Historic Preservation Commission then reviews the application at a regular monthly public meeting, and approves or denies the application, consistent with the requirements of the ordinance. Approvals may include conditions.
2. Certain minor changes, generally related to doors, windows or exterior sheathing, can be approved quickly with a “Minor Work Application”, which does not require review at a regular monthly meeting.

Either type of application, when approved, is issued a “Certificate of Appropriateness”. In the case of a disagreement, the actions of the Historic Preservation Commission may be appealed to the Borough Planning Board

Note that the Historic Preservation Commission acts only in an advisory capacity when applications are made to the Planning or Zoning Boards for Site Plan, Subdivision or Variance Applications. The Historic Preservation Commission does not issue a Certificate of Appropriateness in these cases, but instead submits their review and recommendations to the Planning Board.

Also note that the Certificate of Appropriateness is independent from and does not replace any other required reviews or approvals such as zoning and building department approvals

Historic Preservation Commission meetings are open to the public and are generally held on the third Tuesday of the month at Borough Hall. Please check in advance to verify that a meeting is scheduled.

December, 2012