



# Application for Project Authorization Under the New Jersey Register of Historic Places Act

**NJ Department of Environmental Protection • Natural & Historic Resources • Historic Preservation Office**

**Date** \_\_\_\_\_

**Applicant** \_\_\_\_\_

State, County, or Municipal agency or instrumentality thereof, applying for authorization.

**Note:** If an application is being submitted by an authorized representative on behalf of a public agency, written authorization from the public agency must be submitted with the application.

**Project Name** \_\_\_\_\_

**Contact Person(s)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **FAX** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**(FOR HPO USE ONLY) Technically and Professionally Complete Date** \_\_\_\_\_

\_\_\_\_\_  
**New Jersey Register Listed Property Affected by Project**  
\_\_\_\_\_

**Name of listed Property or Historic District** \_\_\_\_\_

**Address of listed property** \_\_\_\_\_

**Block #** \_\_\_\_\_ **Lot #** \_\_\_\_\_

**Municipality** \_\_\_\_\_ **County** \_\_\_\_\_

## **A. Required Documentation**

Please enclose the documentation listed below as required by N.J.A.C. 7:4-7.1 (d). The required documentation, taken with the project description, must be sufficient to completely describe the proposed undertaking. When using attachments, please label using the letters and numbers (e.g., A.1.c.) as listed herein.

1. Complete lists (include addresses) of:
  - a. Local historical societies
  - b. Local historic preservation commissions
  - c. All public and private property owners of registered property directly affected by the project. N.J.A.C. 7:4-7.1(d) stipulates that this list shall be the list of all private and public property owners (including right-of-way owners) named in the official municipal tax records and maps as of the date of the application's submission and shall be notarized by the appropriate municipal official. This list is not the list of property owners within 200 feet of the project; (although submission of that list would be acceptable) it is the list of owners of registered properties which are directly physically impacted by the project.

- d. All affected local government units, any agencies or instrumentalities thereof concerned with historic preservation, and any statewide organization and local organization specifically concerned with historic preservation in the area of the undertaking's potential impact.

**Applications which do not include these four lists are not complete and cannot be reviewed until this information is received.**

2. Maps
3. Photographs, both of the overall project area and of specific project work areas. Photographs should be labeled as to location and keyed to a plan sheet. (Although optional, slides may augment the application and facilitate the presentation to the Historic Sites Council of a project that is an encroachment.) Photographs should be labeled identifying site location and keyed to architectural or engineering plans.
4. Complete architectural or engineering plans-including a site plan (2 sets)
5. Specifications (1 set)
6. Proposed agreements (easements, lease, deed, covenant etc.) applicable to the undertaking.
7. If the application proposes demolition of all or a substantial portion of a property, the application shall include a structural assessment and an evaluation of whether the property could be reasonably repaired, to be prepared by an architect or engineer with demonstrated experience with historic properties.
8. If the application proposes relocation of a New Jersey Register listed property, information and documentation required in N.J.A.C. 7:4-3.2(c) must also be submitted.

## **B. Project Description**

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Please describe the proposed undertaking in full detail. Where functional or programmatic constraints call for changes to historic configurations, those constraints should be explained very clearly. (Use lettered attachments when necessary.)

## **C.** **Statement of Purpose**

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Please state the need and/or purpose for the proposed undertaking. Address the public benefit of the proposed project. (Use lettered attachments when necessary)

## **D.** **Alternatives/Mitigation**

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Please describe alternatives (or actions taken) that would avoid, reduce, or mitigate any encroachment of the project on the affected New Jersey Register listed property. Discuss feasibility and prudence of alternatives. (Use lettered attachments when necessary.)

## **E.** **Project Funding**

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Please list sources of funding, including federal funds.

## **F.** **Permits**

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Please list permits needed for the proposed project, including any necessary federal permits, licenses or approvals.

## OTHER INFORMATION

The following information may also be needed depending on the nature of the project:

- ARCHAEOLOGY:** If an archaeological survey or other pertinent survey has been undertaken for this project, it must be included with the application. In all cases, when a professional archaeological survey is not included with (or proposed in) the application and the project will include ground disturbance, the rationale for not conducting survey must be enclosed. This rationale for all areas of potential ground disturbance should include detailed documentation of known prior uses (both modern and historic) and prior disturbances. Areas of potential ground disturbance include construction staging areas, areas of grading, etc. on the New Jersey Register listed property.
- CIVIL ENGINEERING  
(PARTICULARLY  
ROAD & BRIDGE PROJECTS):** Data which informs the basis of the project's design such as: existing road limitations, traffic counts/studies, road classification, design speeds, design hourly volume, and predicted levels of service. Please provide specific references to the relevant AASHTO design tables. May include an Alternatives Analysis Report.
- CODE:** Where a code requirement affects the treatment of historic features or spaces, please provide specific reference to the section of the code involved and indicate if flexible application of the code for historic buildings as allowed by the New Jersey Uniform Construction Code has been sought or granted.
- ECONOMICS:** If economic factors affect an aspect of the project or the design of a project as a whole, a detailed and documented breakdown of the costs involved should be attached to the application.
- ENGINEERING:** If engineering concerns such as structural stability or load bearing capacity, etc. affect the project's impact on the historic property, engineering reports, prepared by an engineer with demonstrated experience working with similar historic resources, should be attached to the application.

## LIST OF ALL DOCUMENTS

Please provide a complete listing of all documents including title. In all cases, when a professional archaeological survey is not included with (or proposed in) the application and the project will include ground disturbance, the rationale for not conducting survey must be enclosed.

## REVIEW PROCESS

Applications are submitted to the Historic Preservation Office (HPO). Within 30 days, the HPO will evaluate the application for technical and professional completeness. Faxed copies of applications do not formally initiate project review. Within 45 days of receipt of a technically complete application, HPO will determine if the project constitutes an encroachment and notify the applicant accordingly. If the HPO determines that a project does not constitute an encroachment (that the project is in conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties), the application is approved administratively by the HPO and does not require review before the Historic Sites Council. A project which constitutes an encroachment is scheduled for an upcoming Historic Sites Council meeting, and the applicant is so notified. The Historic Sites Council makes a recommendation in the form of a formal resolution to the Commissioner of the Department of Environmental Protection. The Commissioner must act within 120 days of receipt of a technically complete application. When the applicant has tight project schedules and deadlines to meet, the HPO strongly encourages early submission of applications.



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