



# Borough of Red Bank

90 Monmouth Street  
Red Bank, NJ 07701

**For Borough Office Use:**

Payment: \_\_\_\_\_  
Check No. \_\_\_\_\_  
Application #: \_\_\_\_\_

Shawna S. Ebanks, PP, A.I.C.P. 732-530-2752  
Director Community Development

sebanks@redbanknj.org

## HISTORIC PRESERVATION COMMISSION APPLICATION

Date:	Historic District: <input type="checkbox"/> Broad Street <input type="checkbox"/> Washington Street <input type="checkbox"/> Individual Site _____		
Work Site Address:		Block:	Lot:
Name of Business (if commercial establishment):			
Property Owner Name:			
Property Owner Address:		City:	
State:	Zip:	Phone:	
Email:			
Applicant Name (If Different from Owner):			
Applicant Address:		City:	
State:	Zip:	Phone:	
Email:			
<b>SCOPE OF WORK</b>			
<b>Identify the Nature of Proposed Work (Check all that apply):</b>			
<input type="checkbox"/> Addition	<input type="checkbox"/> Exterior Walls/Siding	<input type="checkbox"/> Steps	<input type="checkbox"/> Porch/Portico/Deck
<input type="checkbox"/> New Construction	<input type="checkbox"/> Masonry Repair	<input type="checkbox"/> Painting	<input type="checkbox"/> Lighting
<input type="checkbox"/> Signage	<input type="checkbox"/> Exterior Door(s)	<input type="checkbox"/> Window(s)	<input type="checkbox"/> Awning(s)
<input type="checkbox"/> Demolition	<input type="checkbox"/> Chimney/Gutter	<input type="checkbox"/> Eaves (cornice, soffit, fascia)	<input type="checkbox"/> Other _____
<b>Detail Scope of Work:</b>			

## APPLICATION CHECKLIST

<input type="checkbox"/>	<b>Application</b> <ul style="list-style-type: none"><li>▪ Electronic submission to <a href="mailto:sebanks@redbanknj.org">sebanks@redbanknj.org</a></li><li>▪ One (1) hard copy of all materials, including application, photographs, and drawings</li><li>▪ Application Fee: \$50 Cash or Check made payable to the "Borough of Red Bank"</li></ul>
<input type="checkbox"/>	<b>Site Plan (if Applicable)</b> <ul style="list-style-type: none"><li>▪ For additions/new construction, including porches and decks, a site plan showing current conditions and proposed construction, including distances from property lines and dimensions of existing and proposed construction components.</li></ul>
<input type="checkbox"/>	<b>Plans and Exterior Elevations</b> <ul style="list-style-type: none"><li>▪ Provide existing and proposed floor plans, roof plans, and exterior elevations visible from the public right-of-way. All drawings should allow the Commission to fully understand the proposed changes, including noting proposed materials and details where needed.</li></ul>
<input type="checkbox"/>	<b>Photographs</b> <ul style="list-style-type: none"><li>▪ Provide exterior images of existing conditions, including front and side elevations and any relevant details to provide a complete picture of the areas proposed for change.</li></ul>
<input type="checkbox"/>	<b>Product Specification Sheets</b> <ul style="list-style-type: none"><li>▪ Provide product information and photographs of materials proposed for installation, including roofing, siding, trim, railings, windows, doors, etc.</li></ul>
<input type="checkbox"/>	<b>Other</b> <ul style="list-style-type: none"><li>▪ Provide product information and photographs of materials proposed for installation, including roofing, siding, trim, railings, windows, doors, etc.</li><li>▪ For signage applications, the applicant must provide a rendering of the proposed sign on the façade and provide the full calculations of the signage area as required in §490-104 of the Red Bank Planning and Development Regulations.</li></ul>

By signing this application, the applicant and owner agree that the information herein is correct and complete to the best of your knowledge. Also, the HPC may require additional information for your completion to be complete.

Print Owners Name: \_\_\_\_\_

Print Applicants Name: \_\_\_\_\_

Owners Signature: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Please complete this application in its entirety. Before submission, the applicant is encouraged to review the Red Bank Planning and Development Regulations §490-55. Incomplete applications will not be reviewed or scheduled.**

FOR HPC USE ONLY	
MEETING DATE: _____	Notes
REVIEWED BY: M.W.R.C. or HPC	
APPROVED <input type="checkbox"/>	
DENIED <input type="checkbox"/>	



## **Red Bank Historic Preservation Commission**

### **Background:**

The Borough of Red Bank established the Historic Preservation Commission (HPC) in 2009. The HPC operates under the authority of the New Jersey Municipal Land Use Law (N.J.S.A. 40:55D). Decisions made by the HPC shall be deemed final approval. Such approval shall neither cause nor present the filing of any collateral application or other proceeding required by any other ordinance to be made before undertaking the action required concerning the landmark or any building, structure, object, or site located within a historic district. If you have any questions on what applications are needed for your proposed project, please get in touch with the Red Bank Planning and Zoning Office.

The HPC is responsible for reviewing applications for exterior work to any improvement or property in the historic district or on a historic site that involves exterior changes to the structure or the property in which it is located.

### **Standards:**

Applicants are strongly encouraged to review the Secretary of Interior's Standard and Guidelines for Archaeology and Historic Preservation.

### **Application:**

**ALL** property owners demolishing, building, or modifying a structure within the historic districts must apply to the HPC. This includes **every** structure: contributing, non-contributing, and new. The only exceptions are for changes to the interior and exterior of a structure that strictly meets ordinary maintenance and repair standards as defined in §490:55(A)(17) of the Borough's Development Regulations and are determined by the Administrative Officer. Upon submission of an application, the Administrative Officer shall determine if the application can be reviewed by the Minor Work Review Committee or if a public hearing before the full Commission shall be required.

### **Other approvals and permits:**

If the Commission approves your application, you may still need to obtain approvals from the Board of Adjustment or Planning Board, and you typically need to obtain a building permit.