

## BOROUGH OF ALLENTOWN NEW JERSEY

### HISTORIC PRESERVATION COMMISSION APPLICATION

In accordance with the Allentown Borough Historic Preservation Commission (HPC) Ordinance, property owners, residents or business owners residing in the Allentown Historic District who plan to alter the exterior of their property and any structure located on it must submit the attached HPC application. Before submitting an HPC application, check to see if a construction, zoning or housing permit is needed. Even if you do not need a permit for your project, you are required to submit an application to the HPC.

All documents referred to below can be found on the Allentown Borough website. ([Allentown, NJ \(allentownboronj.com\)](http://Allentown, NJ (allentownboronj.com))). Go to “Commissions” and click on Historic Preservation Commission. You can also access these documents on your computer or phone by clicking on the blue colored hyperlinks.

#### APPLICATION PROCESS - STEPS TO BE TAKEN

Determine if your property is in the Allentown Historic District by either looking at the map on the HPC section of the Allentown website [HPC Historic District Map](#) or in the Allentown Historic District Brochure. [Allentown Historic Dist \(3\).pdf](#) The brochure provides additional helpful information.

1. When considering a change to the exterior of your house, building or property, the HPC Design Guidelines should be consulted. ([Design Guidelines](#)) You can also consult the HPC Historic District Survey, an inventory of the properties and sites located in the Historic District. ([MON GB 136 ID7827 Allentown.pdf \(nj.gov\)](#)) The HPC Chairperson may also be contacted for a preliminary discussion.
2. Changes needing to be brought to the HPC includes *all signage*. Other changes include but are not limited to: *building additions, demolitions, alterations, fences, roofs, siding, windows, doors, porches, landscapes, and hardscapes*. Emergency repairs need not wait for immediate HPC approval but must be approved by the Allentown Construction Officer. Subsequently, an HPC application must be submitted.
3. You will need to submit your application to the Allentown Borough Administrator Clerk at Borough Hall at 8 North Main Street. You may also submit the application on line by emailing the clerk at [clerk@allentownboronj.com](mailto:clerk@allentownboronj.com). The application will then be forwarded to the HPC. Applications must be received at the Allentown Borough Hall at least ten days prior to the HPC meeting.
4. You will be placed on an HPC monthly meeting agenda and notified. With a proposed major change, you will be encouraged to attend an HPC meeting during which you would present your application. The HPC might make suggestions and recommendations and will then approve or deny the application.
5. To proceed with your proposed changes, your application must be approved by the HPC. Once approved, the work may begin, or when necessary, the building permit process must continue.

**BOROUGH OF ALLENTOWN NEW JERSEY**  
**HISTORIC PRESERVATION COMMISSION APPLICATION**

**Application Date:** \_\_\_\_\_

**Applicant/ Property /Owner Information**

Name of Applicant: \_\_\_\_\_

Relationship of Applicant to Property Owner: \_\_\_\_\_

Applicant's email address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Zone District \_\_\_\_\_

Name of Property or Business Owner (if other than applicant):

\_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's email: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

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

**HISTORIC PRESERVATION COMMISSION APPLICATION**

**SIGNAGE (if not applying for approval of a sign, skip to next page):**

Any new sign or a change to a sign in Allentown requires a zoning permit. The zoning permit should be requested prior to submitting an HPC application.

Proposed new or changed signage on a property within the Allentown Historic District needs to be described below and must adhere to the HPC Design Guidelines. ([Design Guidelines](#))

Provide a description of the sign dimensions, type of lettering (flat, raised, incised), fonts, colors, material, images/artwork, location and mounting. Attach photographs, drawings, and/or pictures.

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**HISTORIC PRESERVATION COMMISSION APPLICATION**

**CHANGES OTHER THAN SIGNAGE**

- Before submitting an HPC application, check to see if a construction, zoning or housing permit is needed.
  
- Proposed changes include but are not limited to: *building additions, demolitions, new buildings, additions, alterations and restorations of fences, roofs, windows, siding, windows, doors, porches, landscape or hardscape.*
  
- Provide below a description of the proposed new structure or the proposed change to the existing structure or property. Make clear what presently exists and what changes there will be.
  
- Attach site plans, elevation drawings, photographs, and/or pictures where applicable.
  
- Include specifics like dimensions, materials used and product specifications.
  
- With a proposed new structure, addition and/or facade alteration please briefly state the project's appropriateness for the Allentown Historic District.
  
- Changes must adhere to the HPC Design Guidelines. ([Design Guidelines](#))

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For official use only:

**APPLICATION DETERMINATION:**

For the Historic District this application is:  Approved  
 Denied

Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resolution of Approval or Comments:

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Having acknowledged the comments of the HPC, I am aware that I shall do nothing other than what is presented on this application. If I intend to alter my plans, I will be required to submit a new application and not proceed with the changes until this application is reviewed by the HPC.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

