

STEPS TO OBTAIN A CERTIFICATE OF APPROPRIATENESS

1. **Complete the Application for Certificate of Appropriateness.** Be as detailed as possible. The Commission must be able to thoroughly understand the scope of work. Include digital photos of the house and supporting documents such as photos of proposed work area, examples of items to be replaced, brand names, styles, etc. Return this completed form with documentation to the Clerk's Office or NPHPC@northplainfieldnj.gov.
2. Your paperwork will be reviewed. If your application is complete, you will be added to the Historic Preservation Commission's meeting agenda. While your attendance at the meeting is not required, it is helpful for you to be present to explain your application and answer any questions the Commission members or public may have.
3. If your application is approved, a Certificate of Appropriateness will be issued. Display the certificate along with any required permits in your window while the work is being done on your house. If your application is **not approved**, you may appeal the decision of the Commission **within 20 days** to the Board of Adjustment.

******Major projects may require notification to neighbors. If yours does:**

4. **Complete the Application for Certified List of Property Owners.** This form can be found at <https://northplainfieldnj.gov/government/forms/clerk-s-office>
The fee for this list is \$10.00. The completed application and fee must be returned to the Clerk's office **at least 20 days** prior to the Historic Preservation Commission meeting you will attend. Please see the scheduled list of meetings on the Borough website.
You will receive from the Borough Clerk's office a completed certified list of all property owners within 200 feet of your property and a sample notification letter.
5. Send letters* to all of the property owners (**not the tenants**) on the certified list advising them of the proposed work to be done to your home, as well as the date, time and place in which your application will be heard by the Commission.
***Letters may be hand delivered or mailed via regular mail or certified mail, but must be delivered to the property owners at least 10 days prior to your scheduled meeting date.**
6. For all applications requiring a public hearing, the following must be returned to the Borough Clerk's office **at least 10 days** prior to the Historic Preservation Commission meeting date:
 - A copy of the letter you sent to all home owners listed on the certified list.
 - The certified list showing the date of notification and the manner in which it was delivered to the home owner.
 - The completed Application for a Certificate of Appropriateness detailing the proposed work to be done on your house.
 - **Please provide digital pictures of your house**, especially those areas in which you need to make repairs. The pictures may be emailed to the Commission Secretary.