



Flemington Historic Preservation Commission

“Preserving the Past for the Future”

Application Instructions and Guidelines for Review

38 Park Avenue Flemington, NJ 08822	908-782-8840	www.historicflemington.com	<i>Boro Website</i>
		www.flemingtonhpc.com	<i>HPC Website</i>
		hpc@historicflemington.com	<i>Email</i>

STATEMENT OF PURPOSE: Recognizing the historical and cultural value of our architecture, Flemington established a Historic District in 1980 which is also listed on the State and National Registers of Historical Places. To further protect our architectural heritage, a Historic District Ordinance was passed by the Borough Council, and the Flemington Historic Preservation Commission (FHPC) was established.

The responsibility for regulating and enforcing the ordinance resides with the Flemington Historic Commission which reports to the Building Inspector, Planning Board and/or the Board of Adjustment.

The Commission’s goal is to preserve the character of the Historic District by encouraging the retention and repair of each building’s design elements and ensuring that changes in the exterior appearance through alteration, addition, or replacement are accomplished with respect and consideration for the building and its environment. The Commission also reviews proposed new construction and demolition of buildings within the Historic District.

Our purpose is to preserve the past by making it compatible with and relevant to the present and the future!

WHO MUST APPLY: Any property owner who is looking to perform exterior work on an historic property within the Historic District that results in a change in material or the look of the property must undergo a Commission Review. This work may include but is not limited to: windows, doors, roofs, porches, gutters, siding, paint colors, structural additions, or renovations. To determine if a property is within the district, please review the Searchable Historic District ILst under <https://www.flemingtonhpc.com/owners>. Please note that any ordinary exterior repair or maintenance in kind and interior alterations which do not affect the exterior do not require a review by the Commission.

APPLICATION REQUIREMENTS: The property owner must be present for all application reviews. The Historic Preservation Commission’s regular meeting takes place on the third Wednesday of every month at 7:00 PM at Borough Hall (38 Park Ave, Flemington, NJ). Applications to be reviewed at a particular regular monthly meeting **MUST** be completed and received within ten days prior to that meeting. To obtain a deadline date for a particular month, please visit our dedicated section for property owners on our website, <https://www.flemingtonhpc.com/owners>.

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PRESENTATION TO THE COMMISSION: Property owners submitting completed forms and dated by the time defined herein will be placed on the next available regular meeting agenda or meeting date agreed upon by the Commission. The property owner or their designated authorized representative **MUST** be present at the meeting to review the proposed project. The architect and/or contractor may also attend. Legal representation is not required unless the applicant is a corporation.

A COMPLETED APPLICATION CONSISTS OF THE FOLLOWING:

- **A completed FHPC Application for Review form** SIGNED and DATED by the property owner describing all existing conditions and proposed changes. (please be as specific as possible).
- **Photographs:** showing elements to be worked on, specific details to be replicated
- **Manufacturer's Product Sheet:** Manufacturer's product sheet and or examples of material to be used in the proposed work for such things including, but not limited to, fencing, trim, windows, doors, siding, roofs. Paint samples are required.
- **Scaled** plans, elevations section drawings as necessary illustrating existing conditions and proposed changes. All drawings should show proposed changes, dimensions, and material in relationship to existing architectural features.
- **List of work to be done:** in some cases, a list is helpful in understanding the general work (proposed changes) to be completed.

APPLICATIONS LACKING THE NECESSARY DETAILS OF THE GENERAL WORK PROPOSED AS INDICATED ON THE PROPOSED MODIFICATION / IMPROVEMENT CHECKLIST WILL BE RETURNED TO THE APPLICANT FOR COMPLETION. The date a completed application is submitted will be considered the date of the application.

ADDENDUM APPLICATIONS: In the event that there is a change or addition to the approved application after the presentation to the Commission, an addendum to the application may be submitted for the Commission's review. To determine if you are eligible for an addendum, please check off the outlined items proposed and compare these items with the previously approved referenced application. If the outlined items checked within the addendum match those within the approved referenced application, an addendum application may be submitted for the Commission's review provided that the application was approved within one year. Depending on the complexity of the proposed change, property owners may or may not be required to attend a formal HPC review of the addendum, unless requested to do so.

EXTERIOR PAINT REVIEW PROCESS: For applicants seeking to paint properties within the Historic District, a list of historic paint palettes can be found on the HPC Website under [Exterior Paint Guidelines](#). If an applicant chooses colors from among these palettes, the proposed work is eligible for administrative review rather than a full review. The applicant is still required to submit an application to the Commission explaining the proposed work; however, the applicant is not required to present the

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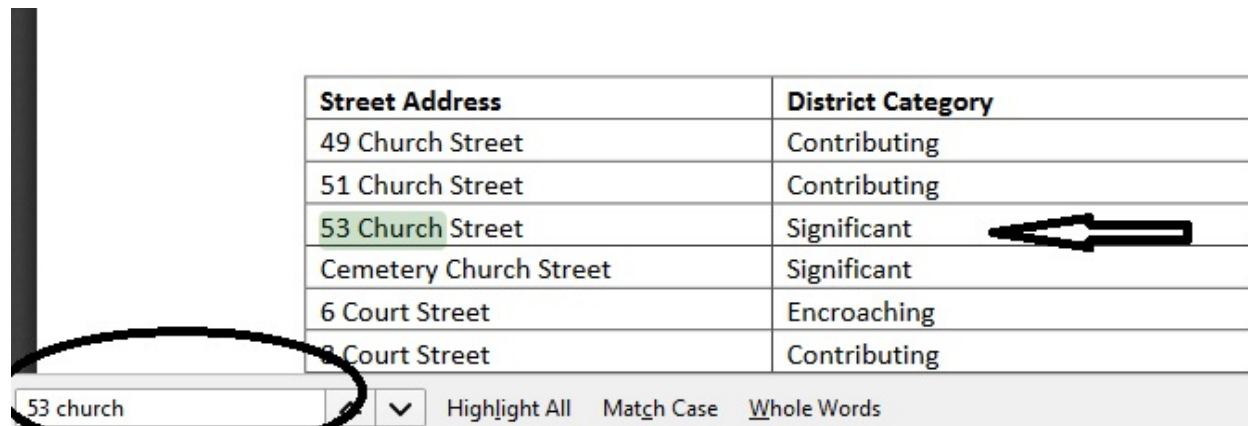
application in person at the next scheduled meeting, as this review process will be completed electronically. If an applicant selects colors from the palette not listed in the exterior paint guidelines, a completed application and full review will be required.

CONTACT THE COMMISSION: For applicants requiring assistance in submitting a review of proposed work, please contact the HPC via email using hpc@historicflemington.com. A list of current Commissioners can also be found at our website at <https://www.flemingtonhpc.com/contact-us>.

INSTRUCTIONS FOR FILING: To obtain an application for review of proposed work or an addendum, please visit Flemington Borough Hall or download an electronic fillable copy from our website under our dedicated page for homeowners, <https://www.flemingtonhpc.com/owners>. Please fill out all of the following sections:

Contact Information: There are three sections listed, for Property Owner, Contractor, and Architect. The Property Owner is responsible for the completeness, and as such, they are to be listed under Property Owner, providing their name, address, phone, and email information. Contractor and Architect for larger projects may also be listed if necessary.

Location of Property: Please provide block and lot numbers. These can be found on your tax assessment or bill. For Historic Designation, please refer to the Historic District Searchable List found on our website for owners as previously listed above. Once the List is open, search for your property and note the District Category. For example,



Street Address	District Category
49 Church Street	Contributing
51 Church Street	Contributing
53 Church Street	Significant
Cemetery Church Street	Significant
6 Court Street	Encroaching
8 Court Street	Contributing

53 church Highlight All Match Case Whole Words

Check the appropriate box under Historic Designation. Lastly, include street address if different from the property owner's address listed under contact information, the type of structure, and whether or not the property is owner-occupied.

Outline of proposed modification / improvement: Please review the list and check all items that apply for any work proposal which changes the exterior of existing structures, or if there is a change in

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proposed material such as wood to composite. This section also includes the construction of additions or new structures.

Photos and Relevant Drawings: Attach photos as listed under this section. Photos should include all existing items within the application which are proposed to be changed. The photos should include all items checked within the previous section.

Sign and Complete: Sign and complete the application. Use the check list as a reference to help ensure that your application is complete.

APPLICATION SUBMISSION: The Application for Review can be submitted via email hpc@historicflemington.com or by submitting a hard copy to Flemington Borough Hall during business hours.

NEXT STEPS: A Commission member will be contacting you upon receipt of your application to ensure completeness. Any clarification needed or missing items will be requested at that time. Once the application is determined complete, you will be scheduled for the next available HPC review during our regular scheduled meeting.