

HISTORIC PRESERVATION COMMISSION

PROCEDURE FOR FILING APPLICATION FOR REVIEW

WHO MUST FILE

Anyone making exterior changes to a structure in the following locations in Ridgewood shall file an application for review by the Historic Preservation Commission:

1. **The Village Center Historic District** - A majority of the central business district (CBD) is within this historic district, which is a designated historic district in the zoning ordinance. Verify property location with HPC secretary;
2. Buildings that are listed on the **state or national register** of historic places. These are listed in the historic plan element of the master plan.) Verify location with HPC secretary;
3. Applications for development to the Zoning or Planning Board for **an identified site or a property located in any of Ridgewood's 11 residential historic districts**. Verify location with HPC secretary.

WHAT TO DO

1. Submit 8 copies of your plans to the HPC secretary, along with a completed HPC Application Form. (**Make make sure that the property owner has signed it.**) If you have applied for a variance and have received a letter of denial from the zoning officer, please provide a copy of the letter, too.
2. Ask for a meeting date.
3. Confirm your meeting date with the Commission's secretary a day or two before the scheduled meeting. (The Commission meets on the second Thursday of each month at 8 p.m. at Village Hall, 131 North Maple Avenue, in the Garden Room, Ground Floor). **You must be listed on the agenda in advance. No walk-ins.**
4. You are invited to attend the meeting to answer any questions the members may have.
5. If a favorable recommendation is received, follow up with the HPC secretary either (1) to obtain a copy of the Commission's report (if you have applied to the Zoning Board for a variance), OR (2) for sign-off to obtain sign or construction permits, if no Board approval is required.

WHEN A PLANNING BOARD HEARING IS REQUIRED

Planning Board approval is also required for changes to the exterior facade of any commercial structure. These include changes in facade materials (wood, stucco, brick), new awning or lighting installations, ductwork, a/c equipment, and any structural changes, including the relocation or installation of doors and/or windows. You may obtain an application from the Planning Board Secretary.

From the desk of...

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