

APPROVALS AND PERMITS FOR BUILDING/FACADE RENOVATIONS IN THE VILLAGE CENTER HISTORIC DISTRICT

A building permit must be obtained from the Ridgewood Building Department before beginning construction of any kind on any property within the Village of Ridgewood. Building/facade renovations of any non residential building also require Planning Board approval.

When a building is located within the Village Center Historic District, the application must first be reviewed by the Historic Preservation Commission. To be placed on the Agenda of the Historic Commission, which meets the second Thursday of each month, please submit your application two weeks in advance. The following information is needed for building/facade renovations.

- Elevation drawing (to scale) of facade showing existing conditions and proposed improvements. Provide dimensions of facade, proposed location of sign and/or awning, changes to exterior materials, and location and number of lighting fixtures, if applicable
- Sign detail, if applicable. See *Approvals and Permits for Signs*
- Awning projections, if applicable. See *Approvals and Permits for Awnings*
- Photograph of facade including facades on either side
- Other information specifically related to your project; i.e., manufacturer's cut sheets, location of rooftop mechanicals, noise specs for HVAC equipment, lighting specs and illumination pattern, landscaping plan, dumpster location, materials (sample board), paint chips, awning swatch, etc.

Within 7 days of the HPC meeting, the Secretary of the Historic Commission will issue a report containing the HPC's recommendations.

Store owners shall submit a copy of the HPC report along with the application for Planning Board approval and must obtain a resolution of approval from the Board before a permit may be issued by the Building Department. (See the Board Secretary for further instructions.)

Renovations undertaken without a permit are subject to a zoning violation and a fine.