



Application for an Historic Preservation Permit

Location / Address of Project: \_\_\_\_\_ Block / Lot \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of Store / Business (if applicable): \_\_\_\_\_

As per Section §190-97(D) of the Ridgewood Village Code, an Historic Preservation Permit is required for any of the activities<sup>1</sup> described below within an Historic District or on a Historic Site before work can commence. Please check off all that apply:

Historic designation of property:

- Historic District designation by [Zoning Ordinance §190-98B\(1\)](#)
- Historic Site designated by [Zoning Ordinance §190-98B\(2\)](#)

Nature of proposed construction:

- Demolition of all or part of any building, improvement, site, place or structure.
- Relocation of any building, improvement, site, place or structure.
- Change in the exterior appearance of any building, improvement, site, place or structure by addition, reconstruction, alteration, partial demolition or dismantling or repair which change is visible from a public street. Exterior change for all primary and accessory structures shall include but is not limited to removal, repair, replacement or addition of (check all that apply):
 

|                                   |                                  |                                       |   |
|-----------------------------------|----------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Windows  | <input type="checkbox"/> Stairs  | <input type="checkbox"/> Fences       | <input type="checkbox"/> Attachments          |
| <input type="checkbox"/> Doors    | <input type="checkbox"/> Steps   | <input type="checkbox"/> Antennas     | <input type="checkbox"/> Signs                |
| <input type="checkbox"/> Surfaces | <input type="checkbox"/> Porches | <input type="checkbox"/> Solar panels | <input type="checkbox"/> Awnings              |
| <input type="checkbox"/> Facades  | <input type="checkbox"/> Walls   | <input type="checkbox"/> Lighting     | <input type="checkbox"/> Exterior Paint Color |
- Any addition to or new construction of a principal or accessory building or structure.

Please describe the proposed work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This application along with all supporting documents must be submitted to the Zoning/Planning Board Secretary and Zoning Officer of the Village of Ridgewood. Supporting documents include pictures and/or renderings of the work proposed, paint and fabric swatches (if applicable) and any other documents that help illustrate the proposed work (also see the "Design Guidelines for the Village Center Historic District" below). **If the proposed work includes a demolition, please provide photos of the existing building, the date of construction and the rationale for the proposed demolition.**

The Zoning/Planning Board Secretary will then refer this application to the Historic Preservation Commission (HPC) and arrange a date for the applicant to meet with the HPC to discuss the proposed work. The HPC meets the 2<sup>nd</sup> Thursday of each month in the Garden Room of Village Hall at 7:30pm. This application and the supporting

<sup>1</sup> Certain types of work are exempt from a report by the Historic Preservation Commission (see page 2).

documents must be received by the members of the HPC at least one week before the date on which the applicant meets with the HPC.

The HPC will be guided by and make their decision based on the design criteria and guidelines as outlined in Section [§190-125](#) of the Village Code. For any work proposed on a building in the “Village Center Historic District,” The HPC will also be guided by the “[Design Guidelines for the Village Center Historic District](#)”<sup>2</sup>. An applicant whose proposed work is in this Historic District should review this document and submit the supporting documentation listed on pages 14 through 16.

Note that the HPC is not responsible for the issuance of building permits nor the approval of variances, but if the HPC decides against the issuance of a Historic Preservation Permit, the Construction Official is precluded from issuing a building permit or a demolition permit.

The HPC will issue a report to the Zoning Officer and Construction Official within 45 days (usually earlier) of the meeting with the applicant with their decision regarding the issuance of an Historic Preservation Permit.

*Authorization of Property Owner:* I hereby authorize the work on this property as described above.

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

Print Name: \_\_\_\_\_

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*To be completed by Zoning Officer:* This application \_\_\_\_\_ (does or does not) conform to the Village’s zoning ordinance.

Comments:

Signature of Zoning Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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Exemptions. A report of the Historic Preservation Commission shall not be required before a preservation permit is issued by the Construction Official for the following:

- a) Changes to the interior of structures.
- b) Repair or exact replacement to any existing improvement, provided that the work does not alter the exterior appearance of the structure. In the event, however, that repair work is being undertaken on a building with previously installed noncontributing or disharmonious features, the provisions of this section shall not apply. The following are the types of activities permitted under this exemption:
  - 1. Identical replacement of existing windows and doors.
  - 2. Repairs of existing windows and doors and the installation of storm doors and windows that do not change their design scale or appearance.
  - 3. Maintenance and repair of existing roofing materials involving no change in the design, scale or appearance of the structure.
  - 4. Structural repairs which do not alter the exterior appearance of the structure.
  - 5. Maintenance, repair or replacement of existing clapboards, shingles or other siding with identical material.
  - 6. Interior painting.
  - 7. Exterior repainting with the same color paint that exists legally.

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<sup>2</sup> This document is somewhat dated, but the design guidelines and additional information required to support the Historic Preservation Permit are still applicable.