

TOWNSHIP OF MOORESTOWN
HISTORIC PRESERVATION COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Pursuant to Moorestown Township Ordinance No. 6-2025 which establishes Chapter 96 “Historic Preservation”, all proposed exterior work on a designated Historic Site or any property located within the Moorestown Historic District requires review and approval by the Historic Preservation Commission (HPC) prior to the issuance of any zoning or construction permits and before work begins. A Certificate of Appropriateness (COA) is the formal determination that the proposed work is consistent with the character of the historic property or district.

The HPC may approve, conditionally approve, or deny the application. If denied, the applicant has the right to appeal the decision to the Zoning Board of Adjustment within 20 days.

Work performed without HPC review may be subject to enforcement, including fines, stop work orders, and restoration requirements. Emergency repairs are permitted but must be reported to the HPC within 72 hours.

HPC APPLICATION SUBMISSION INSTRUCTIONS:

1. Submit (2) two hard copies of the application along with all supporting documentation including a completed application checklist to the Department of Community Development, 111 W Second Street, 2nd Floor, Moorestown, NJ 08057 and one electronic copy (PDF) to the Administrative Officer Cmcsween@moorestown.nj.us.
2. Applications will be reviewed for completeness. Applications must be deemed complete to be scheduled for a hearing. Incomplete applications will delay review and hearing date.

APPLICATION CHECKLIST

The following items are required for your application to be considered complete (Must submit (2) two copies of everything):

- Completed Application Form
- Photographs of each building elevation and site context
- Detailed written description of the proposed work
- Scaled plans or architectural drawings
- Product cut sheets and material samples
- Site plan/survey (if applicable)
- Proof of property ownership or owner's authorization
- Digital PDF copy of entire application package

PUBLIC HEARING GENERAL REQUIREMENTS

****Public Notice is required for Demolition applications. Public notice is NOT required for a regular HPC application(s)* or minor work applications*.**

*** Note: Notification to the adjacent property owners for all non-Demolition applications is encouraged but not required.**

At least ten (10) days prior to the scheduled public hearing, the applicant will be required to: notify, via certified mail, all property owners within 200 feet of the property *and the organizations listed below*; publish a legal notice in the Burlington County Times Newspaper stating the date, time, location of the public hearing, and the purpose/description of the application including the location of the building (refer to the sample notice below.) All notifications and proof of publication in the newspaper must be provided to the Administrative Officer at least ten (10) days prior to the scheduled public hearing. A certified property owner list will be provided by the Township for a fee of \$10.00.

ORGANIZATIONS TO BE NOTIFIED (IN ADDITION TO PROPERTY OWNERS WITHIN 200')

*Moorestown Historical Society
PO Box 477
Moorestown, NJ 08057*

*Moorestown Business Association
16 E. Main Street
Moorestown, NJ 08057*

*Moorestown Improvement Association
C/O Dave Schill
132 Harding Ave.
Moorestown, NJ 08057*

NEWSPAPER FOR PUBLICATION OF PUBLIC HEARING

Township of Moorestown Official Newspaper: Burlington County Times
Attn: Legal Advertising
One Oxford Valley
2300 East Lincoln Highway
Suite 500D
Langhorne, Pennsylvania 19047

Email: legals@thebct.com

In subject line, please indicate:

-Burlington County Times

-Requested Publication date of ad

SAMPLE NOTICE

The Historic Preservation Commission of the Township of Moorestown will hold a public hearing on *DATE /LOCATION/TIME to consider an application for (type of application and address of property), also known as BLOCK / LOT. At the public hearing, the proposed Historic Preservation Application will be considered and will be on file and available for public inspection between the hours of 8:30AM and 4:30PM, at the Township of Moorestown, in the Department of Community Development, 111 West Second Street, Moorestown NJ 08057.

*The Township of Moorestown will provide this information to the applicant.

TOWNSHIP OF MOORESTOWN CONTACT

Christopher McSween, Department of Community Development
Township of Moorestown
111 West Second Street
Moorestown NJ 08057
856-235-0912 Ext 3023
cmcsween@moorestown.nj.us

TOWNSHIP OF MOORESTOWN

HISTORIC PRESERVATION COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

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SUBMISSION DATE MEETING DATE APPLICATION #

1. PROPERTY INFORMATION

Property Address: _____

Block: _____ Lot: _____

Historic Designation: Historic Site Within Historic District

2. APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Applicant's Role: Owner Lessee Architect Contractor Other: _____

3. PROPERTY OWNER INFORMATION (IF DIFFERENT)

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

6. TYPE OF WORK (Check all that apply)

Architectural Feature	Repair	Replace in Kind	New
Foundation			
Exterior Walls			
Masonry Or Brickwork			
Siding			
Roof System			
Roof			
Dormers			
Cupola			
Downspouts			
Chimney			
Eave			
Cornice			
Soffit			
Frames			
Louvers			
Screen or Storm			
Shutters			
Doors & Doorways			
Door Surrounds			
Door Frames			
Doors			
Screen or Storm			
Porch			
Columns			
Railings/Balusters			
Foundation			
Stairs/Steps			
Fences			
Other-			

7. CERTIFICATION

I hereby certify that the statements made in this application are true and complete to the best of my knowledge. I authorize Moorestown Historic Preservation Commission members and staff to conduct site visits if necessary.

Signature of Applicant: _____ Date: _____

Printed Name: _____

Signature of Owner (if different): _____ Date: _____

Printed Name: _____

Historic Preservation Commission Action:

<input type="checkbox"/>	Recommend Approval	<input type="checkbox"/>	Recommend Conditional Approval	<input type="checkbox"/>	Recommend Denial
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Name & Signature
Historic Preservation Representative

Date: _____

Signature
Christopher McSween
Zoning Officer

Date: _____