



Village of Egg Harbor
**Architectural Review &
 Historic Preservation
 Project Application**

PROJECT LOCATION: _____ ADDRESS _____

Project Applicant (Business Owner/Tenant/Landowner)

Name:			
Business Name:			
Mailing Address:	City:	State:	ZIP:
Email Address:		Phone Number:	

Project Representative (Complete this information if the project representative is not the project applicant)

Name:			
Mailing Address:	City:	State:	ZIP:
Email Address:		Phone Number:	

Landowner (Complete this information if the project applicant is not the property owner.)

Name:			
Mailing Address:	City:	State:	ZIP:

Land Use Information – Project Site

Describe the use of the building:
 If the proposed project involves a new business or use, identify the most recent use of the building:

Acknowledgement for Project Completion (Landowner or Tenant)

As the responsible party for the project, I hereby acknowledge that failure to complete the project as approved by the Architectural Review & Historic Preservation Board may result in a requirement to modify and/or redo work and/or delay occupancy.

_____ SIGNATURE	_____ DATE
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PROJECT DETAILS

- | | |
|--|--|
| <input type="checkbox"/> NEW CONSTRUCTION <ul style="list-style-type: none"> <input type="checkbox"/> EXTERIOR PAINT <input type="checkbox"/> SIGN – WALL/PROJECTING <input type="checkbox"/> WINDOWS – NEW OPENING <input type="checkbox"/> AWNING <input type="checkbox"/> BUILDING ADDITION/EXPANSION <input type="checkbox"/> NEW BUILDING | <input type="checkbox"/> REMODEL <ul style="list-style-type: none"> <input type="checkbox"/> EXTERIOR PAINT <input type="checkbox"/> SIGN – WALL/PROJECTING <input type="checkbox"/> WINDOWS – REPLACE EXISTING <input type="checkbox"/> WINDOWS – NEW OPENING OR MODIFY EXISTING <input type="checkbox"/> AWNING <input type="checkbox"/> EXTERIOR ALTERATIONS/REPAIR <input type="checkbox"/> BUILDING ADDITION/EXPANSION |
|--|--|

DESCRIPTION OF PROPOSED PROJECT AND TIMELINE FOR COMPLETION:

PROJECT APPLICANT SIGNATURE _____

Project Application - Instructions and Submittal

Refer to the *Architectural Review & Historic Preservation Board Timetable* for application submittal deadlines and meeting dates.

Checklist for submittal of a proposal for design review:

NOTE: A project will be reviewed by the Architectural Review & Historic Preservation Board as submitted by the applicant. Revisions or changes to the project that are not part of the original submittal will postpone action by the Board to a future meeting.

□ Project Application

The application should describe the project and provide information regarding use of the property, along with an acknowledgement of responsibility for completion of the project in accord with ARHP's approval.

□ Project Information

Provide photos to show the appearance of the existing building. Provide information related to the proposed project: Paint chips, awning fabric sample, window, and door specifications, etc. Where new lighting is proposed, provide details of light fixtures. For significant changes or renovation, provide a color sketch or drawing to illustrate the proposed project, including paint color, and building materials. For the construction of a new building, a site plan and elevation drawings are required along with color and material samples.

□ Sign Proposals

Provide photos of all existing signage on the property, including dimensions. Provide sign specifications to show color, material, dimensions, and location. If exterior lighting is proposed, provide details of light fixture.

Application Submittal

Refer to the *Architectural Review & Historic Preservation Timetable* for application submittal deadlines and meeting dates.

An application for design review may be filed at the Village of Egg Harbor office located at 7860 State Hwy 42 or submitted electronically via email: msawyer@villageofegg Harbor.org

Please contact the Village of Egg Harbor office at (920) 868-3334 prior to the electronic submittal of a project application.

Architectural Review & Historic Preservation Board Meeting

The Architectural Review & Historic Preservation Board meets on **TO BE DETERMINED** in the Large Meeting Room at the Bertschinger Center located at 7860 State Hwy 42. Meeting dates are listed in the *Architectural Review & Historic Preservation Board Timetable*. The project applicant or representative must attend the meeting to present the proposal.

Project Review: The purpose of the Architectural Review & Historic Preservation Board is to enhance the character and appearance of the Village of Egg Harbor. The Architectural Review & Historic Preservation Board analyzes each proposal and prepares a recommendation for the project. The project analysis and recommendation are provided to the applicant in advance of the public meeting.

ARHP Meeting: The Chairperson will ask the project applicant to present the proposal. The Board may have questions for the applicant and/or Village staff. Public comment will be invited. In reviewing a project the Architectural Review & Historic Preservation board considers the overall impact, along with the Village regulations of the Commercial District, and the Village of Egg Harbor Guidelines. An appeal of the Board's decision may be considered by the Board of Appeals.

Project Approval Time Limitation: A project approved by the Architectural Review & Historic Preservation Board must begin within one year from the date the approval was granted and continue with due diligence. If a project does not begin within one year of its approval, the action of the Architectural Review & Historic Preservation Board is null and void. Failure to complete the project as approved by ARHP may result in a requirement to modify and/or redo work and/or delay occupancy

ARHP meeting agendas and minutes may be viewed on the Village's website: www.villageofegg Harbor.org

FOR INFORMATION OR ASSISTANCE CONTACT THE VILLAGE OF EGG HARBOR'S OFFICE: (920) 868-3334