



**CITY OF PLAINFIELD**  
**HISTORIC PRESERVATION COMMISSION**  
**PLAINFIELD CITY HALL**  
**515 WATCHUNG AVENUE, ROOM 202**  
**PLAINFIELD, NEW JERSEY 07060**  
**(908) 753-3580 - FAX (908) 753-3070**



**CITY OF PLAINFIELD HISTORIC PRESERVATION COMMISSION**  
**APPLICATION FOR CERTIFICATION OF APPROPRIATENESS**

DATE RECEIVED \_\_\_\_\_ APPLICATION # \_\_\_\_\_ FEE PAID: \_\_\_\_\_

**Applicant(s):**

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

Address: \_\_\_\_\_ email: \_\_\_\_\_

Tele. #: (day) \_\_\_\_\_ (eve) \_\_\_\_\_ (fax) \_\_\_\_\_

**Relationship of applicant to property:**

Owner(s) [  ] Lessee [  ]  
 Prop Under Contract [  ] Other (specify) [  ]

Explanation if Other \_\_\_\_\_

**OWNER(S), IF DIFFERENT THAN APPLICANT:**

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

Address: \_\_\_\_\_ email: \_\_\_\_\_

Telephone Number: (Day) \_\_\_\_\_ (Eve) \_\_\_\_\_

**Address of the property:** \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Historic District: \_\_\_\_\_

**Existing use of the property:**

\_\_\_\_\_  
 \_\_\_\_\_

**Describe in detail the proposed work to be done at the property:**

\_\_\_\_\_  
 \_\_\_\_\_

**Each application must be accompanied by sketches, drawings, photographs, descriptions or other information sufficient to show the proposed alterations, additions, changes or new construction. The Commission may require the subsequent submission of such additional materials as it reasonably requires to make an informed decision. A submission shall include:**

- A photograph of each elevation of the structure.
- Fifteen (15) copies of drawings, photographs, material brochures, samples, specifications or information that may be necessary to assist the Commission.
- Fifteen (15) copies of a survey, or if applicable, a site plan showing the location of new and existing structures on the site and their location with respect to the building line, property lines, and the front of those buildings or structures immediately adjacent to each side of the lot to be built upon.
- Fifteen (15) copies of facade elevation(s), if applicable, of the proposed work in sufficient detail to identify the limits and location of the proposed work, and existing/proposed materials to be used.
- \$75.00 application fee (check/money payable to the City of Plainfield). (MC 2021-30 10-12-21)
- \$50.00 application fee for submissions to the Architectural Review Committee (MC 2021-30)

*By signing this application, I hereby certify that the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his/her authorized agent. By signing this application the owner hereby grants authorization to the Commission members, and its professional and support staff to enter the property in question for inspection purposes.*

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Signature of Applicant(s) (Print Name) Date

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Signature of Owner(s) (if different than applicant) (Print Name) Date

**Submittal of this application form- properly signed, with the indicated copies of documents and the application fee will constitute a complete application. Upon receipt of a complete application the Commission Secretary will schedule the application with the Commission. The applicant delays his/her own application if all of these required items are not submitted. The Commission shall reach a decision on the application within forty-five (45) days of submission of a complete application. The applicant must appear in front of the Commission in order to present the application during the public hearing on the scheduled date.**

*Certificate of Appropriateness application adopted by the Historic Preservation Commission (revised 12/5/21)*