

ATTACHMENT III

MENDHAM BOROUGH HISTORIC PRESERVATION COMMISSION

APPLICANT CHECKLIST

_____ **CERTIFICATE OF APPROPRIATENESS APPLICATION:** Fill out the top portion of the application and include with the other appropriate items.

_____ **ELEVATIONS:** Architectural Elevations are required for structural changes, i.e. additions, accessory structures, renovations. This should clearly show existing versus new, height relationships, width to height relationships and proportions. They should be the same elevations that will be presented for building permit, Board of Adjustment Application or Planning Board Application.

_____ **SIGN SPECIFICATIONS:** The sign design including size, fonts and materials should be provided. Location of sign on existing building should also be provided.

_____ **MATERIALS LIST:** List major new exterior elements to be included in the proposed change and identify material type/ specifications. This includes, but is not limited to windows, doors, stairs, railings, siding, chimney, trimmings, columns, roofing, walls, fences. (If all materials are listed on the elevations or sign design, the materials list is not required.)

_____ **RELATIONSHIPS TO SURROUNDINGS:** Include a brief description of your design intent and how your project relates to the existing streetscape.

_____ **PHOTOGRAPHS:** Include photographs of your property as it pertains to the streetscape and of the area of the proposed change. To the extent possible, photographs of the surrounding houses, businesses would be helpful.