



BOROUGH OF MENDHAM HISTORIC PRESERVATION COMMISSION

APPLICATION CHECKLIST – must be completed by Applicant

- ☐ Application for Review

CONSTRUCTION/RECONSTRUCTION

- ☐ Plans: architectural plans drawn to scale that show the building footprint and outline all structures, property lines and site improvements, such as additions, driveways, parking lots, landscaping, fencing, and lighting.
- ☐ Elevations: drawings that clearly show existing conditions as well as proposed changes, height relationships, width to height relationships and proportions (***same elevations that would be presented for building permits or will be for development applications with the Joint Land Use Board***).
- ☐ Materials List: a ***detailed*** listing of ***all*** new exterior elements to be included in the proposed construction and material type/specifications. This includes, but is not limited to, windows, doors, stairs, railings, siding, chimney, trimmings, columns, shutters, roofing, walls and fences.
- ☐ Photographs/Pictures: photographs of your property as it pertains to the streetscape and of the area of the proposed change. Include color renderings of what the completed project will look like.
- ☐ Relationship to surroundings: a brief description of your design intent and how your project relates to the existing street scape.

SIGNAGE

- ☐ Sign Design: dimensions, fonts, colors and materials along with a color rendering of the proposed signage.
- ☐ Drawing: aerial view sketch or property survey with proposed location of signage marked.
- ☐ Photographs: photographs of the proposed location(s) on existing building and/or grounds must also be provided.

ROOFING/SIDING

- ☐ Materials List: new exterior elements to be included in the proposed change and identify material type/specifications of roof/siding and any other affected elements, e.g., gutters, shutters, woodwork, etc. Include manufacturer/brand name.
- ☐ Photographs: photographs of the existing roof/siding and the proposed replacement materials must be provided (or a physical sample in lieu of photographs).

FENCING

- ☐ Fence Type: description of materials, pickets, open space, height, post caps, etc.
- ☐ Photographs: photographs of the property and of the proposed fence style.
- ☐ Drawing: aerial view sketch or property survey with proposed location of fencing clearly marked.

AIR CONDITIONING

- ☐ Materials List: identify manufacturer, model and provide specifications of system.
- ☐ Photographs: photographs of the property and of the proposed location of condenser.
- ☐ Drawing: aerial view sketch or property survey with proposed location of condenser clearly marked, as well as proximity to other buildings, fencing and property lines.

LIGHTING

- ☐ Materials List: identify manufacturer, model and provide specifications of lighting.
- ☐ Photographs: photographs of the property and of the proposed location of lights.
- ☐ Drawing: aerial view sketch or property survey with proposed location of lights clearly marked.