



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 were presented for building permits or will be for development applications with the Planning Board or Board of Adjustment*).

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 streetscape.

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.