



Township of Nutley

Property Owner Application for Historic Landmark Designation

Instructions to applicants: Please complete Sections I to VII to the best of your ability. A sponsor from the Nutley Historic Preservation Committee (NHPC) can assist you. Section VIII will be completed by an NHPC sponsor assigned to process your application.

I. Property Owner(s) and Location

| | | | | | | |
|---|---------|--|-------|--|-------|--|
| Property Owner(s): | | | | | | |
| Property Address: | | | | | | |
| Property Owner(s) Mailing Address (if different): | | | | | | |
| Property Tax Information: | Block # | | Lot # | | Qual: | |
| NHPC Sponsor Name(s): | | | | | | |

II. Profile Questions

| | | | | | | | |
|----|--|-----|--------------------------|----|--------------------------|-----|--------------------------|
| 1. | Are the Property Owner(s) named above the sole owner(s) of the property? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 2. | If more than one owner, are all owners jointly making this application? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 3. | If "no" to (2), explain. | | | | | | |

III. Property Questions and Items for Historic Landmark Designation

| | | | | | |
|----|----------------------|------------|----|------------|------------|
| 4. | Year Built: | | 5. | Architect: | <If Known> |
| 6. | Builder: | <If Known> | | | |
| 7. | Architectural Style: | <If Known> | | | |

IV. Items for Landmark Designation

Please list the items that you wish to be included in the landmark designation ("Prospective Historic Landmark").

| | | | | | | | |
|-----|---|-----|--------------------------|----|--------------------------|-----|--------------------------|
| 8. | Main building and attached structures? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 9. | All outbuildings and buildings detached from the main building? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 10. | Landscaping? Please specify in (13). | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 11. | Interior, exterior or special interior element? Please specify in (13). | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 12. | Other? Please specify in (13). | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 13. | Please use this space for "other," any additional items, detail, clarification, or directives pertaining to the Prospective Historic Landmarks. | | | | | | |



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V. Reasons for Seeking Historic Landmark Designation

Instructions to the NHPC Sponsor and the property owner(s): Select one or more of the following reasons, pursuant to Chapter 410 of the Nutley Municipal Code, that the Prospective Historic Landmark should qualify for designation.

| | | | | | | | |
|------------------|---|-----|--------------------------|----|--------------------------|-----|--------------------------|
| 14. | To safeguard the heritage of the Township and preserve elements of historic significance §410-4(A) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 15. | To discourage the unnecessary demolition of historic resources §410-4(B) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 16. | To identify, designate, and regulate the Prospective Historic Landmark in order to preserve its historical significance §410-4(C) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 17. | To encourage the continued use of the Prospective Historic Landmark and to facilitate its appropriate use or reuse §410-4(D) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 18. | To maintain and develop an appropriate and harmonious setting for the Prospective Historic Landmark within the Township of Nutley §410-4(E) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 19. | To foster civic pride in the history and architecture of the Township of Nutley §410-4(F) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 20. | To promote appreciation of the Prospective Historic Landmark for the education, pleasure, and welfare of the local population §410-4(G) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 21. | To encourage beautification and private reinvestment in the Prospective Historic Landmark, specifically, and more generally in the Township's historic landmarks and surrounding properties §410-4(H) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 22. | To manage change of the Prospective Historic Landmark by encouraging sensitive alteration and/or new construction §410-4(I) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 23. | To recognize the importance of the Prospective Historic Landmark, and in so doing, set an example for other property owners and tenants to maintain their properties in a sympathetic manner §410-4(J) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 24. | To encourage the proper maintenance and preservation of the Prospective Historic Landmark, in particular, and of historic settings and landscapes, generally §410-4(K) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 25. | The Prospective Historic Landmark constitutes a historic building, structure, site, object, or improvement of significance to the Township of Nutley, reflecting or exemplifying the broad cultural, political, economic, or social history of the nation, state or community §410-4(L) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| If yes, explain. | | | | | | | |
| 26. | The Prospective Historic Landmark is associated with a historic personage(s) important in national, state, or local history §410-4(M) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| If yes, explain. | | | | | | | |
| 27. | The Prospective Historic Landmark is the site of an historic event which had a significant effect on the development of the nation, state, or community §410-4(N) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |



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|------------------|--|-----|--------------------------|----|--------------------------|-----|--------------------------|
| If yes, explain. | | | | | | | |
| 28. | The Prospective Historic Landmark constitutes a building, structure, site, object, or improvement that embodies the distinctive characteristics of a type, period, or method of architecture or engineering §410-4(O) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| If yes, explain. | | | | | | | |
| 29. | The Prospective Historic Landmark constitutes a building, structure, site, object, or improvement that is representative of the work of an important builder, designer, artist, or architect §410-4(P) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| If yes, explain. | | | | | | | |
| 30. | The Prospective Historic Landmark constitutes a building, structure, site, object, or improvement significant for containing elements of design, detail, materials, or craftsmanship that represent a significant innovation §410-4(Q) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| If yes, explain. | | | | | | | |
| 31. | The Prospective Historic Landmark constitutes a building, structure, site, object, or improvement that is able or likely to yield information important in prehistory or history §410-4(R) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| If yes, explain. | | | | | | | |

VI. Additional Materials

| | | | | | | | |
|-----|---|-----|--------------------------|----|--------------------------|-----|--------------------------|
| 32. | Site plan or architectural drawings attached? (Optional) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 33. | Current photographs attached? (Required by ordinance) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 34. | Historical narrative attached? (Optional) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 35. | Other materials attached? (Optional) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 36. | If additional materials are attached to this application, please itemize and label them for easy reference. | | | | | | |

VII. Certification/Affirmation

I/we hereby request that the Prospective Historic Landmark(s), as described herein, be considered for and designated as an Historic Landmark pursuant to Chapter 410, et seq., of the Municipal Code of the Township of Nutley. I/we hereby affirm that all statements contained herein are true and correct to the best of my/our knowledge and belief.



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| | |
|-----------------------|----------------------|
| Owner 1 – Signature | Owner 2 – Signature |
| Owner 1 – Print Name | Owner 2 – Print Name |
| Date | Date |
| Notary Signature | Notary Seal |
| My Commission Expires | |
| Date | |

VIII. Designation Process Checklist

Below is for internal use and tracking only. Documentary evidence should be scanned and attached as Exhibits

| | | | | | |
|-----|--|-----|--------------------------|----|--------------------------|
| 37. | Property owner of record affirmatively identified? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 38. | Documentary evidence of (37) attached hereto? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 39. | <i>Property Owner Application for Historic Landmark Designation</i> form completed with notarization? §410-4.1(A) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 40. | Public meeting of Nutley Historic Preservation Committee (NHPC) scheduled to hear application? §410-4.1(B) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 41. | Minimum of 20-days written notice sent to applicant/property owner(s) of record with copy of said letter and proof of mailing attached hereto? §410-4.1(C) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 42. | Copy of completed application provided to applicants? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 43. | NHPC public meeting held, application approved, and resolution adopted to recommend to Planning Board with copy of resolution attached hereto? §410-4.1(B) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 44. | Communication sent to Planning Board chairperson and attorney requesting meeting date? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 45. | Minimum of 20-days written notice sent to property owner(s) via (1) Certified Mail and (2) regular mail by Planning Board secretary with documentary evidence attached hereto? §410-4.2(A) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 46. | Public meeting of Planning Board held? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 47. | Introduction and adoption of Planning Board resolution that includes findings of fact and legal conclusions with copy attached hereto? §410-4.3 | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 48. | Publication of Planning Board decision within 10 days of decision with copies publication notices attached hereto? §410-4.4 | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |



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|-----|---|-----|--------------------------|----|--------------------------|
| 49. | Copy of Planning Board resolution received and attached hereto? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 50. | Photograph of historic landmark provided to zoning department for filing? §410-7(H) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |