

Historic Preservation Commission

Certificate of Appropriateness Instructions

WHO:

Mullica Hill Historic District property owners and/or tenants are required to obtain a Certificate of Appropriateness (COA) from the Harrison Township Historic Preservation Commission (HPC) for any work planned for the exterior of a Mullica Hill Register Historic Property that is visible from any street.

WHY:

In 1992 the Harrison township committee, after public hearings passed Ordinance 14-1992, which defined the Harrison Township Historic District and standards for its preservation. The charter of the Harrison Township Historic Preservation commission is to act as guardian of the Mullica Hill Historic District, which is on the National and State Registers. This Historic district is defined in Ordinance 14-1992 as:

- Main Street from Swedesboro road (Rte 322) on the north to the intersection of Bridgeton Pike (Rte 77) and Commissioners Road (Rte 581) on the south
- East Avenue from North Main Street to 16 East Avenue on the north and 13 East Avenue on the south
- Union Street (now Arbor Lane) from North Main Street to its terminus
- Glassboro Road from South Main Street to Mill Road and to Richwood-Mullica Hill Road
- East Church Street from South Main Street to 12 East Church Street on the north and 15 East Church Street on the south
- High Street from south Main Street to 14 High Street on the north and 7 High Street on the south
- Mullica Hill-Woodstown Road from south Main Street 24-26 Woodstown Road on the north and 15 Woodstown Road on the south
- New Street (now Spicer Street) from South Main Street to 10 New Street (now Spicer Street) on the north only

WHAT:

Work that requires a COA includes, but is not limited to, changes to the primary structure, as well as changes to walkways, signs, roofs, windows, doors. Light fixtures, siding, trim porches, garages, out buildings, etc. A COA application is also required for "replacement in kind" (see Secretary of the Interior Guidelines). The HPC determines replacement in kind not the applicant. Replacement in kind decisions are made in quick turn around time by a 3-member subcommittee of the HPC. Material samples may be required. Construction permits are not issued and work cannot begin without an approved COA.

WHEN:

Your application, along with supporting materials such as drawings, renderings, brochures, samples, etc. must be submitted to the HPC Secretary 10 days before the scheduled meeting at which you want your application to be reviewed. This is necessary so HPC members have the time to receive and review this material prior to the meeting. The HPC Secretary can be reached at (856) 478-6522 in the Municipal

Building.

The Harrison Township Historic Preservation commission meets at 7pm on the second Thursday of each month at the Harrison township Municipal Building, 114, Bridgeton Pike, Mullica Hill, NJ 08062 in the courtroom

HOW:

You can pick up an application for a COA at the Construction Office (478-6522) in the township building during regular y business hours.

All issues in your application should be thoroughly considered. Any drawings or sketches of the work you plan to do must be complete and accurate, and must include all design details as well as the materials to be used. (In some cases samples of the materials might be requested.) Design details include, but are not limited to, light fixtures, brackets, trim, vents, railings, post siding, etc. the commission does not have authority over your color choices.

The first step in the application process is to determine the scope of the work. When an application for a COA is reviewed, the first issue is to determine whether the application constitutes a Minor or Major application, as defined in the Harrison Township Historic Preservation Ordinance. If it is determined to be a Minor, and all issues regarding your application are documented and complete, approval is quickly granted, If it is determined to be a Major the applicant must present proof – copy of the newspaper advertisement as well as all certified mail receipts, - that he/she both advertised the changes and notified all residents who live within 200 ft. Applicants can seek guidance ahead of time as to whether their project falls in the category of a Major application.

In the case of an application that is deemed a Major, drawings done in a professional Manner are required. In order to defray costs, applicants can contact local technology schools and colleges to locate CADD (computer-aided drafting/design) students who might welcome the opportunity for actual drawing assignments.

HELP:

Our commission will gladly guide you through the application process, giving you information to help you comply with the requirements. The commission has an extensive library including the Secretary of the Interior guidelines, as well as other reference material available through the HPC secretary. The Harrison Township Historical Society (478-4949) is another excellent source available to you. The Society, which preserves the history of our entire township, has an extensive library of old photographs, including many buildings in the Mullica Hill Historic District should you wish to research the history of your property.

Secretary of the Interior's Standards for the Treatment of Historic Properties

THEN:

Once your application has been reviewed and approved by the Harrison Township Historic Preservation commission, all the proposed work must be completed, and all work done must adhere to the details in your COA application, your drawings, and any materials presented to the commission during its review. Should you change your plans or add to your plans after work has begun, you must apply for an additional COA(s). Furthermore, these changes/additions to the work approved on your original COA cannot be undertaken until the additional COA s approved. While we regret the potential inconvenience of this requirement, it is necessary so all changes to your property are reviewed by the HPC and accurately documented. Commission members endeavor to make themselves available for review on short notice in such circumstances.

REMEMBER:

Please give your COA application advanced consideration and allow yourself adequate time to go through the process so your project moves forward as efficiently as you would want.