

Newark Landmarks and Historic Preservation Commission
Deadline Submission Dates and Requirements

Commission Meeting Dates	Application Submission Deadline Date
January 11, 2017	December 21, 2016
February 1, 2017	January 18, 2017
March 1, 2017	February 15, 2017
April 5, 2017	March 22, 2017
May 3, 2017	April 19, 2017
June 7, 2017	May 17, 2017
July 12, 2017	June 19, 2017
September 6, 2017	August 16, 2017
October 4, 2017	September 20, 2017
November 1, 2017	October 18, 2017
December 6, 2017	November 15, 2017

Submittal requirements for Landmark and Historic Preservation Applications

Please note that all completed Landmarks and Historic Preservation Commission applications must be submitted at least **14 days** before its scheduled hearing date before the Commission. **ALL APPLICATIONS MUST BE SIGNED BY THE PROPERTY OWNER.** We do not accept any faxed or electronically signed applications. The following are also required with submission of the application:

- Photos (color)** – one of historic structure and at least one of the areas where the proposed work is to occur. Photos should be clear, the locations labeled, and architectural details visible. **REQUIRED FOR ALL APPLICATIONS.**
- Block & Lot Certification** – an ownership printout from the Tax Assessor’s Office (Room 101).
- Material sample** – including color for replacement materials, if requested.
- Architectural plans (1 set of 24x36” and 12 sets of 11x17”)** – for additions, new construction, major rehabilitation, and extensive façade restructuring. Architectural materials and colors must be labeled on the plan.
- Site plan** – or layout based on a survey to scale for a proposed pool, fence, retaining walls, concrete pavers, walks and driveways. (May not apply to your application.)
- Subdivision plat** – for proposed subdivision. (May not apply to your application.)
- Sign drawing (12 sets of “8½ x 14”)** – for all sign applications. Must include proposed lettering dimensions, materials and colors. (May not apply to your application.)
- Detail sheet (12 sets of “8½ x 11”)** – in lieu of architectural drawings for fences, railings, gates, new windows and doors, columns, and pavers. Sheets are usually available from the manufacturer.

Please also note that staff or the Commissioners may ask for additional documents and materials for clarification of your proposal. An application shall not be scheduled until deemed complete by the Landmarks and Historic Preservation Commission office.

If you have any questions, you may contact:

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