

**BOROUGH OF MEDFORD LAKES**  
**General Instructions for Preparing a Historic Application**

The Historic Commission approval process is not difficult, but does require some preparation on your part. The following are suggested steps you can take to make the process as easy as possible. The secretary is in the office to assist you Monday through Thursday from 9:00am to 4:00pm. If you have any questions regarding the application, please feel free to stop by or call Jodie Termi at (609) 654-8898.

**Before the Meeting:**

Complete the Historic application and return it to the Borough Secretary six business days before the Historic Commission meeting in order to be on the agenda for the next meeting. The meetings are held the 1<sup>st</sup> Thursday of every month at 7:30 pm in Oaks Hall. There is a \$5.00 charge for processing the application which will be collected at the time you submit your application. You will need to be present or have someone represent you in order for your application to be heard by the Commission.

With your application you must submit the following, photos of your property (front, back and sides), a plot plan or survey showing where the work will be done, however a plot plan or survey is not required if the footprint of your house will not change, but should be included if you are covering over a patio or concrete slab. Prepare and include drawings of your proposed construction. Hand drawn plans are acceptable as long as they are in scale, represent the work that you are doing and contain enough detail to render a decision. For a new home, pictures of the surrounding houses are required. Professional plans are preferred for large projects, including new houses and major additions. Be sure to identify the materials and colors to be used in your project. If you have samples of the materials, colors, product brochures, etc. you must include them with your application. The more information you provide will help the Commission in making a decision.

**At the Meeting:**

In all but the most difficult cases, the Commission usually makes a decision on the night of the meeting. The Historic Commission will ask if your project meets the requirements of the Borough ordinance. If the Historic Commission is satisfied with your application, they will recommend to the Medford Lakes Planning/Zoning Board that your project be approved.

**After the Meeting:**

The Medford Lakes Historic Commission is only an advisory body; therefore you must appear before the Medford Lakes Planning/Zoning Board for a final disposition of the Historic application. The Planning/Zoning Board meetings are held the third Thursday of every month at 7:30 pm in Oaks Hall.

*No construction, demolition, renovations or improvements may occur until the Planning/Zoning has given the approval and the appropriate Construction Permits are issued.*

Application Number: \_\_\_\_\_

**MEDFORD LAKES HISTORIC DISTRICT**

**APPLICATION FOR APPROVAL**

Date: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Name(s):  
\_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I/We hereby make application for approval of the following change and/or improvement to the above referenced property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Circle Type of Proposed Work**

ADDITION    REPAIR    RESTORATION    NEW STRUCTURE    PAINTING

Proposed Starting Date: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Describe existing house:  
\_\_\_\_\_  
\_\_\_\_\_

**The following information must be included with this application:**

- \_\_\_\_\_ Color photos of house area where work is to be done  
(include name and address on back of photos)
- \_\_\_\_\_ Drawings
- \_\_\_\_\_ Specifications
- \_\_\_\_\_ Dimensional Plot Plan
- \_\_\_\_\_ Exterior Material Samples

**IF THE INFORMATION LISTED ABOVE IS NOT INCLUDED  
YOUR APPLICATION WILL NOT BE HEARD.**

\_\_\_\_\_  
*Homeowner Signature*

